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ABSTRACT

Part of the Project CAREER guidance component, this manual presents career preparation analysis charts called "careerograms," visual devices which synthesize information contained in the "Dictionary of Occupational Titles" (DOT) and the "Occupational Outlook Handbook." Designed for use by counselors of high school students or adults, the careerograms present abstracted occupational information in chart form, and are arranged in 15 occupational clusters: Agribusiness and Natural Resources, Business and Office, Communications and Media, Construction, Consumer and Homemaking, Environment, Fine Arts and Humanities, Health, Hospitality and Recreation, Manufacturing, Marine Science, Marketing and Distribution, Personal Services, Public Service, and Transportation. For each occupation, the additional job titles, job definition, hours, average earnings, total education and training requirements, high school courses of study, aptitudes, physical demands, interests, and temperament are given. (TA)

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Careerograms for

Project CAREER's 122 Occupations

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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FOREWORD

This compilation of careerograms, as explained on the next page, is a follow-up to Thomas Christiano's document entitled "Instructions for the Use of Career Preparation Analysis Charts." We feel that this collection will further assist school personnel who utilize the Project's performance objectives and task outlines. It is suggested that those readers who choose to use these careerograms refer to the forerunner document in order to gain a clear understanding of the information they contain.

Project CAREER extends its appreciation to Mr. Christiano again for this additional, very useful, information.

Vincent P. Lamo
Director

INTRODUCTION

This compilation of Careerograms for Project CAREER's 122 occupations is a follow-up to the Project CAREER document entitled Instructions for the Use of Career Preparation Analysis Charts (Careerograms). (The reader is referred to that closely related document for a complete description as to how to prepare careerograms for any given occupations.)

The following excerpt is extracted from the above material and offers a brief explanation of the information contained here:

> The Career Preparation Analysis Chart or "Careerogram", as these have been named, is a visual device which synthesizes the information contained in the many volumes of the Dictionary of Occupational Titles, as well as the Occupational Outlook Handbook. It is designed for use by counselors of high school age or older.
>
> Information on a specific occupation is abstracted from the Dictionary of Occupational Titles and the Occupational Outlook Handbook and presented in the graphic format of a chart. The counselor and/or counselee can gain information about three basic questions: "What is the job?", "What does this job demand of me?" and, "What can I expect of the job?" The advantage of this format is in its speed of delivery, the individual does not have to search through many volumes to gain the information, while at the same time, the Dictionary is referenced in the event that further or more detailed information is required. Other advantages include the adaptability of the charts to local geographic areas, the ability to delete or add occupations as needed, and, most important, the ability to cluster the occupations on a career ladder of specialty levels. The counselee is thus able to see and choose from the many occupations of a given career cluster from the entry level positions to the more complex professional level positions.
>
> Careerograms are meant to be an aid and additional supplement to the Dictionary of Occupational Titles, published by the United States Department of Labor; Bureau of Labor Statistics. These are not meant to supplant the DOT, but rather to provide another easy reference source for the counselor and his clients in fully utilizing the DOT. Because these charts are briefs from the DOT, it is recommended that where additional information is helpful or information needs to be clarified, the user of these charts be referred back to the source, either the DOT or the Occupational Outlook Handbook.

USOE CLUSTER # 1

AGRIBUSINESS AND NATURAL RESOURCES

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Landscape Architect Technician

OTHER TITLES: Land Planner

DEFINITION: Plans and designs development of land areas for such projects as parks, highways, hospitals, schools, land divisions.

D.O.T. NO. 019.081

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Favorable

HOURS:

40 hours/week

AVERAGE EARNINGS:

$7,000 - 9,000 per year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	411
Vol. II	"	371
Sup. I	"	6
Sup. II	"	93

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	8	No Relation
3 Things	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Ornamental Horticulturist

OTHER TITLES: Arboriculturist
Floriculturist

DEFINITION: Conducts experiments and investigations on methods of improvement in quality and production of ornamental plants.

D.O.T. NO. 040.081

ENTRY LEVEL JOBS:
Florist helper

RELATED JOBS:
Florist
Floral Designer

EMPLOYMENT OUTLOOK:
Rapid increase

HOURS:
48 hours

AVERAGE EARNINGS:
$2.50 to $5.00/hour

UNION ASSOCIATION AFFILIATION:
Society of American Florists and Ornamental Horticulturists

SUGGESTED CAREER ELECTIVES:
Laboratory sciences
Higher mathematics
Agriculture

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	364
Vol. II	"	466
Sup. I	"	9
Sup. II	"	147

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		X

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Preference for research work
Penchant for detail
Facility with mathematics

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	
2	Verbal Ability	
3	Numerical Ability	
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No relation
3	Things:	1	Precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Florist Assistant

OTHER TITLES:

DEFINITION: Assists in designing and fashioning floral pieces and decorations. Plans floral settings for events.

D.O.T. NO. 260-458

ENTRY LEVEL JOBS:

Florist Helper

RELATED JOBS:

Florist

Any design occupation

EMPLOYMENT OUTLOOK:

Rapid increase

HOURS:

48

AVERAGE EARNINGS:

$2.50 - $5.00 an hour

UNION ASSOCIATION AFFILIATION:

Society of American Florists and Ornamental Horticulturists

SUGGESTED CAREER ELECTIVES:
Agricultural Training School
Horticulture
Floral Design

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	291
Vol. II	"	232
Sup. I	"	18
Sup. II	"	2

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	Agriculture

SPECIAL REQUIREMENTS:
Demonstrated Artistic Ability
Aesthetic Appreciation
Color Perception

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	X
3	Hot temp	
4	Wet, humid	X
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye--Hand--Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	M
2	Climbing, balancing	X
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	X
Y	Precision, accuracy	

RELATION TO:			
1	Data:	4	Manipulating
2	People:	5	No Relation
3	Things:	8	Setting-up

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Veterinary Assistant

OTHER TITLES: Veterinary Assistant/ Hospital Attendant

DEFINITION: Cares for animals under treatment in animal hospital for diseases, injury, or for production of serums.

D.O.T. NO. 356.874

ENTRY LEVEL JOBS:

RELATED JOBS:
Nursing Aide
Hospital Attendant

EMPLOYMENT OUTLOOK:
Favorable, rapid increase

HOURS:
40 hours (shift work)

AVERAGE EARNINGS:
$100.00/week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Laboratory sciences

COURSE LOCATION:

SPECIAL REQUIREMENTS:
Fondness for animals
Good health
Physical stamina
Ability to adjust to routines

D.O.T. LOCATION:		
Vol. I	page	775
Vol. II	"	511
Sup. I	"	59
Sup. II	"	155

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No relation
2 People:	7	Serving
3 Things:	4	Manipulating

6

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Nursery Person

OTHER TITLES: Nursery farmer

DEFINITION: Manages nursery to grow trees, shrubs, and ornamental flowering plants.

D.O.T. NO. 406.168

ENTRY LEVEL JOBS:
Nursery worker - 406.887

RELATED JOBS:
Horticulturist

EMPLOYMENT OUTLOOK:
Rapid increase

HOURS:
Irregular

AVERAGE EARNINGS:
$7,000 to $9,000/year beginning

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Agriculture
Bookkeeping
Management

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	494
Vol. II	"	245
Sup. I	"	65
Sup. II	"	8

SPECIAL REQUIREMENTS:
Leadership qualities
Ability to plan and execute programs
Ability to do statistical work

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	1	Coordinating
2 People:	6	Speaking-signal
3 Things:	8	No relation

10

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Landscape Gardener

OTHER TITLES: Landscaper

DEFINITION: Plans and executes small scale landscaping operations and maintains grounds and landscape of private and business residences.

D.O.T. NO. 407.181

ENTRY LEVEL JOBS:

RELATED JOBS:
Tree Surgeon

EMPLOYMENT OUTLOOK:
Rapid increase

HOURS:
varies

AVERAGE EARNINGS:
$2.50 to $5.00/hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education — Agriculture	X

SUGGESTED CAREER ELECTIVES:
Agriculture

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	411
Vol. II	"	411
Sup. I	"	65
Sup. II	"	98

SPECIAL REQUIREMENTS:
Good physical condition
Interest in outdoor work
Finger and manual dexterity
Eye-hand coordination

CONDITIONS:	
1 Inside	
Outside	X
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	1	Coordinating
2 People:	8	No relation
3 Things:	1	Precision work

USOE CLUSTER # 2

BUSINESS AND OFFICE

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Legal Secretary

OTHER TITLES:

DEFINITION: Prepares legal papers and correspondence of legal nature such as summonses, complaints, motions and subpoenas.

D.O.T. NO. 201.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40/wk.

AVERAGE EARNINGS:
$550 month

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		X
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
3 Machines, procedures	
0 Tangible results	

SUGGESTED CAREER ELECTIVES:

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	635
Vol. II	"	263
Sup. I	"	35
Sup. II	"	11

SPECIAL REQUIREMENTS:

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

RELATION TO:			
1 Data:	3	compiling	
2 People:	6	speaking-signalli	
3 Things:	8	no relation	

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Medical Secretary

OTHER TITLES:

DEFINITION: Prepares medical charts and reports for a doctor or hospital personnel, utilizing knowledge of medical terminology.

D.O.T. NO. 201.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40/wk.

AVERAGE EARNINGS:
$550 month

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	635
Vol. II	"	263
Sup. I	"	35
Sup. II	"	11

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speaking-signal
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Secretary

OTHER TITLES: Girl Friday
Secretarial Stenographer

DEFINITION: Schedules appointments and gives information to callers, takes dictation and otherwise relieves officials of clerical work and minor administrative and business detail.

D.O.T. NO. 201.368

ENTRY LEVEL JOBS:

RELATED JOBS:
Stenographer

EMPLOYMENT OUTLOOK:
Favorable

HOURS:
35 - 40 wk.

AVERAGE EARNINGS:
$500 month

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. II	"	11

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	3	compiling
2	People:	6	speaking-signall
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Stenographer

OTHER TITLES: Clerk Stenographer

DEFINITION: Takes dictation in shorthand of correspondence, reports and other matter and transcribes dictated material, using typewriter.

D.O.T. NO. 202.388

ENTRY LEVEL JOBS:

RELATED JOBS:
Public Stenographer
Reporting Stenographer

EMPLOYMENT OUTLOOK:
Good

HOURS:
40/wk.

AVERAGE EARNINGS:
$550 month

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. II	"	16

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Personnel Clerk

OTHER TITLES: Personnel-Records Clerk

DEFINITION: Compiles and keeps personnel records; addresses, weekly earnings, absences, amount of sales or production, supervisory reports on ability and termination.

D.O.T. NO. 205.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair - Good

HOURS:

40/week

AVERAGE EARNINGS:

$5,000 year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
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SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	Compiling
2 People:	6	Speaking-signa
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: File Clerk

OTHER TITLES: Coding File Clerk
Records Clerk

DEFINITION: Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order, or according to subject matter phonetic spelling or other system. D.O.T. NO. 206.388

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40/wk.

AVERAGE EARNINGS:
$80 - $88/wk.

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

SUGGESTED CAREER ELECTIVES:

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

COURSE LOCATION:

D.O.T. LOCATION:		
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Vol. II	"	276
Sup. I	"	35
Sup. II	"	15

SPECIAL REQUIREMENTS:

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Clerk -General

OTHER TITLES: Office, Routine Clerk

DEFINITION: Performs any combination of similar clerical tasks not requiring knowledge of systems or procedures.

D.O.T. NO. 209.388

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Fair

HOURS:
40/wk.

AVERAGE EARNINGS:
$5,000 yr.

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
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SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

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PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Clerk-Typist

OTHER TITLES: Typist

DEFINITION: Performs general clerical work requiring use of typewriter in majority of duties. Types letters, reports, stencils, forms, addresses, or other straight copy material from rough draft or corrected copy.

D.O.T. NO. 209-388

ENTRY LEVEL JOBS:
Clerk-General

RELATED JOBS:
Typist

EMPLOYMENT OUTLOOK:
Fair - Good

HOURS:
40/week

AVERAGE EARNINGS:
$5,000 - $7,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

SPECIAL REQUIREMENTS:

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Sup. II	"	15

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No Relation
3	Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Bookkeeper

OTHER TITLES: General Bookkeeper
Full-charge Bookkeeper

DEFINITION: Keeps records of financial transactions of establishment. Balances books and compiles reports to show statistics.

D.O.T. NO. 210.388

ENTRY LEVEL JOBS:
Accounting Clerk

RELATED JOBS:
Payroll Clerk
Bookkeeping Machine Operator

EMPLOYMENT OUTLOOK:
Slow increase

HOURS:
40 hours

AVERAGE EARNINGS:
$450/month

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Arithmetic
Bookkeeping
Clerical Subjects

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. I	"	37
Sup. II	"	16

SPECIAL REQUIREMENTS:
preference for clerical detail
strong arithmetic ability

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No relation
3 Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Cashier

OTHER TITLES: Cash girl, cash clerk
Cageman, cash-accounting cl

DEFINITION: Receives funds from customers and employees, disburses funds and records monetary transactions incidental to conduct of business. Receives cash from customers or employees in payment for goods or services and records amounts received.

D.O.T. NO. 211.468

ENTRY LEVEL JOBS:

RELATED JOBS:

Toll Collector

EMPLOYMENT OUTLOOK:

Excellent

HOURS:

40 - 45 week

AVERAGE EARNINGS:

$1.80 per hour to start

UNION ASSOCIATION AFFILIATION:

22

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
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SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	4	Computing
2 People:	6	Speaking-Signa
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE

CAREEROGRAM

CAREER PREPARATION ANALYSIS CHART

JOB TITLE: Computer Peripheral Machine Operator

OTHER TITLES: Assistant Console Operator
Tape Handler

DEFINITION: Operates on-line or off-line peripheral machines according to instructions, to transfer data from one form to another, print output, and read data into and out of digital computer.

D.O.T. NO. 213.382

ENTRY LEVEL JOBS:
Key-punch Operator

RELATED JOBS:
Console Operator

EMPLOYMENT OUTLOOK:
Rapid growth

HOURS:
40 (shift work)

AVERAGE EARNINGS:
$135.00/week

UNION ASSOCIATION AFFILIATION:
None

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Office Machines
Bookkeeping
Office Practice

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	154
Vol. II	"	274
Sup. I	"	38
Sup. II	"	14

SPECIAL REQUIREMENTS:
Organized nature
Form and spatial perception
Eye-hand coordination

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No relation
3	Things:	2	Operating

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Keypunch Operator

OTHER TITLES: Card-punch operator
Printing-punch operator

DEFINITION: Operates alphabetic and numeric key-punch machine similar to electric typewriter in operation, to transcribe data from source material onto punch cards and produce prepunched data.

D.O.T. NO. 213.582

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40/wk.

AVERAGE EARNINGS:
$150/wk.

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	X
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	398
Vol. II	"	274
Sup. I	"	38
Sup. II	"	14

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	5	copying
2 People:	8	no relation
3 Things:	2	operating contro

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Bookkeeping - Billing Machine Operator

OTHER TITLES: Posting Machine Operator
Recording Clerk

DEFINITION: Records complete set of records of financial transactions of an establishment in the same manner as a bookkeeper using a bookkeeping machine.

D.O.T. NO. 215.388

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Increase slowly

HOURS:
40/wk.

AVERAGE EARNINGS:
$70 - $130/wk.

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 66
Vol. II	" 280
Sup. I	" 38
Sup. II	" 16

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Payroll Clerk

OTHER TITLES:

DEFINITION: Computes wages and posts wage data to payroll records. Computes earnings from time sheets and work tickets.

D.O.T. NO. 215.488

ENTRY LEVEL JOBS:
Recorder

RELATED JOBS:
Posting Clerks
Record Keepers

EMPLOYMENT OUTLOOK:
Moderate

HOURS:
40 hours

AVERAGE EARNINGS:
$130.00/week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Arithmetic
Clerical Subjects

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	522
Vol. II	"	280
Sup. I	"	38
Sup. II	"	16

SPECIAL REQUIREMENTS:
preference for clerical detail
strong arithmetic ability

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	4	Computing
2 People:	8	No relation
3 Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Accounting Clerk

OTHER TITLES: May be designated according to type of accounting.

DEFINITION: Performs variety of routine calculating, posting, and typing duties to accomplish accounting.

D.O.T. NO. 219.488

ENTRY LEVEL JOBS:
Audit machine operator

RELATED JOBS:
Bookkeeper
Payroll clerk

EMPLOYMENT OUTLOOK:
Very slow to slow increase

HOURS:
40 hours

AVERAGE EARNINGS:
$489 to $628/month

UNION ASSOCIATION AFFILIATION:
None

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Arithmetic
Bookkeeping
Clerical subjects

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 2
Vol. II	" 280
Sup. I	" 40
Sup. II	"

SPECIAL REQUIREMENTS:
Strong arithmetic ability
Preference for clerical detail

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	4	Computing
2 People:	8	No relation
3 Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Receptionist

OTHER TITLES: Reception Clerk

DEFINITION: Receives clients or customers coming into an establishment, ascertains their wants and directs them accordingly.

D.O.T. NO. 237.368

ENTRY LEVEL JOBS:
Messenger

RELATED JOBS:
Host-Hostess

EMPLOYMENT OUTLOOK:
Moderate increase

HOURS:
Irregular (average 40)

AVERAGE EARNINGS:
$90.00-$100.00 week

UNION ASSOCIATION AFFILIATION:
None

SUGGESTED CAREER ELECTIVES:
Public speaking
Poise and department

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	586
Vol. II	"	258
Sup. I	"	46
Sup. II	"	9

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Speaking ability
Tactfulness
Appearance
Exactness & attention to detail

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	S
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	3	Compiling
2	People:	6	Speaking-signal
3	Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Office Machine Repairperson

OTHER TITLES: Business Machine Mechanic
Office Machine Repairman

DEFINITION: Repairs and services office machines such as adding, accounting, and calculating machines, and typewriters, using handtools, power tools, micrometers and welding equipment.

D.O.T. NO. 633.281

ENTRY LEVEL JOBS:
Apprentice Trainee

RELATED JOBS:
Machine Analyst
Assembly Technician

EMPLOYMENT OUTLOOK:
Very rapid increase

HOURS:
40 (may be irregular)

AVERAGE EARNINGS:
$150.00 to $250.00/week

UNION ASSOCIATION AFFILIATION:
None

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Industrial Arts - metals
Electricity - electronics
Model building
Crafts

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	497
Vol. II	"	312
Sup. I	"	153
Sup. II	"	37

SPECIAL REQUIREMENTS:
Finger and manual dexterity
Eye-hand coordination
Ability to use tools
Patience and proper judgement

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	V
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	2	Analyzing
2	People:	8	No relation
3	Things:	1	Precision work

USOE CLUSTER # 3

COMMUNICATIONS AND MEDIA

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Draftsman/Draftswoman

OTHER TITLES:

DEFINITION: Draws black on white scale drawings, requiring extremely precise draftsmanship. Determines scaled dimensions.

D.O.T. NO. 017.281

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair

HOURS:

40 hour week

AVERAGE EARNINGS:

$7,000 - $9,000 year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	218
Vol. II	"	377
Sup. I	"	2
Sup. II	"	94

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: T.V./Radio Repairperson

OTHER TITLES: T.V./Radio Repairperson
Television Repairperson

DEFINITION: Repairs and adjusts radios and television receivers.

D.O.T. NO. 720.281

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Good

HOURS:

40 hour week

AVERAGE EARNINGS:

$3.50 - $6.50 an hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training	X	3-6 mo.
Apprentice Training		
Technical Institute	X	2-4 yr.
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page
Vol. II	"
Sup. I	"
Sup. II	"

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Electronics Assemblyperson

OTHER TITLES: Wireman
Bench Assembler

DEFINITION: Assembles electronic equipment using electronic test equipment, hand-tools, and power tools and following blueprints, wiring diagrams and manufacturing standards.

D.O.T. NO. 726.781

ENTRY LEVEL JOBS:

RELATED JOBS:
Radio-Transmitter Assembler

EMPLOYMENT OUTLOOK:
Moderate Increase

HOURS: 40 hours

AVERAGE EARNINGS:
$2.15 to $3.75 hour

UNION ASSOCIATION AFFILIATION:
International Brotherhood of Electrical Workers et.al.

SUGGESTED CAREER ELECTIVES:
Electronics
Metal Working
Craft Projects
Blueprint Reading

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	245
Vol. II	"	319
Sup. I	"	196
Sup. II	"	47

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Manual & Finger dexterity
Patience
Work within close tolerances

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	No Relation
2 People:	8	No Relation
3 Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Lineman/Linewoman

OTHER TITLES:

DEFINITION: Installs, maintains and repairs telephone and telegraph and electrical power lines.

D.O.T. NO. 821.381

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair

HOURS:

40 week

AVERAGE EARNINGS:

$3.75

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training	3 - 6 mo.	x
Apprentice Training	2 - 4 yrs.	X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	424
Vol. II	"	312
Sup. I	"	241
Sup. II	"	46

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	
Outside	X
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: B.M.E.T. - Biomedical Equipment Technician

OTHER TITLES: Electromedical - Equipment Repairman

DEFINITION: Tests and repairs electromedical equipment following schematic diagrams and using hand tools and test meters.

D.O.T. NO. 828-281

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	245
Vol. II	"	312
Sup. I	"	198
Sup. II	"	42

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Cable Splicer

OTHER TITLES:

DEFINITION: Splices conductor cables used to lower electrical testing or surveying instruments into oil or gas well or bore holes using handtools.

D.O.T. NO. 829.381

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Fair - Good

HOURS:
40 week

AVERAGE EARNINGS:
$3.50 - $4.50 hour

UNION ASSOCIATION AFFILIATION:
IBEW

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	90
Vol. II	"	312
Sup. I	"	245
Sup. II	"	40

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	
Outside	X
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision worl

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Allied Printing Trades

OTHER TITLES:

DEFINITION: Etches images on surface of photographically or pantographically engraved printing rollers

D.O.T. NO. 971.281

ENTRY LEVEL JOBS:
Hand Etcher Helper

RELATED JOBS:
Lithographer, Photoengraver, Other Craft Positions

EMPLOYMENT OUTLOOK:
Decline Slowly

HOURS: 40 hours

AVERAGE EARNINGS:
$3.85 to $6.53/hour

UNION ASSOCIATION AFFILIATION:
Lithographers and Photoengravers International Union

SUGGESTED CAREER ELECTIVES:
Chemistry
Physics
Art
Graphics

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 256
Vol. II	" 312
Sup. I	" 278
Sup. II	" 46

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Hand Craftsmanship
Eye-hand coordination
Ability to learn and apply craft techniques

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	V
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision Work

USOE CLUSTER # 4

CONSTRUCTION

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Construction Engineer

OTHER TITLES: May be designated according to specialty

DEFINITION: Plans and designs details of structures and oversees their erection.

D.O.T. NO. 005.081

ENTRY LEVEL JOBS:
Draftsman

RELATED JOBS:
Civil Engineering
Industrial Engineering

EMPLOYMENT OUTLOOK:
Favorable - Some Increase

HOURS:
Average 40-50

AVERAGE EARNINGS:
$10,000/year

UNION ASSOCIATION AFFILIATION:
American Federation of Technical Engineers

SUGGESTED CAREER ELECTIVES:
Drafting
Languages - Mathematics
Higher Sciences
Speech
Physics

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	158
Vol. II	"	371
Sup. I	"	2
Sup. II	"	93

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Creative talent or imagination
Logical mind
Organizational ability
Facility in Mathematics
Clear coherent language

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	8	No Relation
3 Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Cabinetmaker

OTHER TITLES: Carpenter, Bench

DEFINITION: Constructs and repairs wooden articles

D.O.T. NO. 660.280

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK: Good

HOURS: 40/week

AVERAGE EARNINGS: $4.00 hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	X
On-the-Job Training	X	1 yr.
Apprentice Training		
Technical Institute	X	3-6 mo.
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	89
Vol. II	"	430
Sup. I	"	160
Sup. II	"	103

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	analyzing
2 People:	8	no relation
3 Things:	0	setting up

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Structural Metal Worker

OTHER TITLES: Bridgeman
Housesmith

DEFINITION Performs duties to raise, place, and unite girders, columns, and other structural-steel members to form completed structures or structural frame-works, working as a member of a crew.

D.O.T. NO. 801.781

ENTRY LEVEL JOBS:
Structural Steel Apprentice

RELATED JOBS:
Ornamental Iron Workers
Riggers, Machine Movers

EMPLOYMENT OUTLOOK:
Increase Rapidly

HOURS:
Varies

AVERAGE EARNINGS: $6.72/hour

UNION ASSOCIATION AFFILIATION:
International Association of Bridge, Structural and Ornamental Iron Workers

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education sheet metal	X

SUGGESTED CAREER ELECTIVES:
Scale model building
Industrial arts metals

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	706
Vol. II	"	319
Sup. I	"	235
Sup. II	"	48

SPECIAL REQUIREMENTS:
manual-finger dexterity
eye-hand coordination
workw/in tolerances
good physical condition
ability to work at heights

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	no relation
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

PROJECT CAREER/GUIDANCE

JOB TITLE: Sheet Metal Worker

OTHER TITLES: Sheet Metal Man
Sheet Metal Mechanic

DEFINITION: Fabricates, assembles, installs, and repairs sheet metal products and equipment according to job order or blueprints.

D.O.T. NO. 804.281

ENTRY LEVEL JOBS:
Sheet Metal Apprentice

RELATED JOBS:
Coppersmith, Tinsmith
Fabricator, Roofer

EMPLOYMENT OUTLOOK:
Increase Rapidly

HOURS:
30 - 40 hours

AVERAGE EARNINGS:
$6.75/hour

UNION ASSOCIATION AFFILIATION:
Sheet Metal Workers International Association

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Metal Fabrication	X

SUGGESTED CAREER ELECTIVES:
industrial arts - metals
craft courses
physics
blueprint reading

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	651
Vol. II	"	312
Sup. I	"	235
Sup. II	"	43

SPECIAL REQUIREMENTS:
ability to assume responsibility
form perception
eye-hand coordination
manual-finger dexterity
physical strength

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	2	Analyzing
2	People:	8	No Relation
3	Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Electrician

OTHER TITLES:

DEFINITION: Plans layout and installs and repairs wiring, electrical fixtures, apparatus and control equipment.

D.O.T. NO. 824.281

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40/week

AVERAGE EARNINGS:
$5.00-$7.50/hour

UNION ASSOCIATION AFFILIATION:
IBEW

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	240
Vol. II	"	312
Sup. I	"	243
Sup. II	"	43

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	X
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	analyzing
2 People:	8	no relation
3 Things:	1	precision work

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✓ REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Painter

OTHER TITLES: May be designated according to specialty.

DEFINITION: Applies coats of paint, varnish, stains, enamel or lacquer to decorate and protect interior or exterior surfaces of buildings or other structures.

D.O.T. NO. 840.887

ENTRY LEVEL JOBS:
Painter Helper

RELATED JOBS:
Sign Painter
Spray Painter

EMPLOYMENT OUTLOOK:
Rapid Increase

HOURS:
Varies

AVERAGE EARNINGS:
$5.95/hour

UNION ASSOCIATION AFFILIATION:
International Brotherhood of Painters and Allied Trades

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

SUGGESTED CAREER ELECTIVES:
Chemistry
Color Harmony

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	509
Vol. II	"	319
Sup. I	"	246
Sup. II	"	47

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SPECIAL REQUIREMENTS:
manual-finger dexterity
work with in tolerances
eye-hand coordination
not allergic to paint fumes

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	X
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	X
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	7	No Relation
2	People:	8	No Relation
3	Things:	1	Setting-Up

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Plasterer

OTHER TITLES: May be designated according to specialty.

DEFINITION: Applies coats of plaster to interior walls, ceilings, and partitions of buildings to produce finished surface according to blueprints, architect's drawings, or oral instructions.

D.O.T. NO. 842.781

ENTRY LEVEL JOBS:
Plasterer Helper

RELATED JOBS:
Molder
Dry-Wall

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS:
Varies

AVERAGE EARNINGS:
$6.35/hour

UNION ASSOCIATION AFFILIATION:
Operative Plasterers and Cement Masons International Association

SUGGESTED CAREER ELECTIVES:
Blueprint reading
Drafting
Layout Mathematics

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	538
Vol. II	"	319
Sup. I	"	246
Sup. II	"	49

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SPECIAL REQUIREMENTS:
manual-finger dexterity
eye-hand coordination
work with in tolerances
good physical condition

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	X
5	Noise, vibration	
6	Hazards	X
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye-Hand-Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	H
2	Climbing, balancing	X
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	7	No Relation
2	People:	8	No Relation
3	Things:	1	Setting-up

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: HEAVY EQUIPMENT OPERATOR (Construction)

OTHER TITLES: operating engineer
construction machinery operator

DEFINITION: operates several types of power construction equipment (compressors, pumps, hoists, derricks, cranes, shovels, scrapers, etc.) to excavate or grade earth, erect structural steel, pours concrete, etc.

D.O.T. NO. 859.883

ENTRY LEVEL JOBS:
operating engineer apprentice

RELATED JOBS:
road mixer op., road rotter op.
sweeper op, tamping machine op.

EMPLOYMENT OUTLOOK:
increasing no. positions thru the mid 1980's

HOURS:
seasonal - warm months busy, slow during winter months

AVERAGE EARNINGS:
$8.00 per hour

UNION ASSOCIATION AFFILIATION:
International Union of Operating Engineers

SUGGESTED CAREER ELECTIVES:
automotive shop
principles of bldg. constr.

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	499
Vol. II	"	444
Sup. I	"	249
Sup. II	"	119

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed: 10	
11	
12	
PG	
On-the-Job Training	X
Apprentice Training	X
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SPECIAL REQUIREMENTS:
considerable driving experience
military exper. driving tank, trucks, etc. or exper. with farm machinery

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	8	
2 People:	8	
3 Things:	3	driving/operat

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Carpenter

OTHER TITLES:

DEFINITION: Constructs, erects, installs and repairs structures; studies blueprints sketches or building plans.

D.O.T. NO. 860.381

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40 hours/week

AVERAGE EARNINGS:
$6.50 - 8.10/hour

UNION ASSOCIATION AFFILIATION:
United Brotherhood of Carpenters & Joiners

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers.	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	101
Vol. II	"	312
Sup. I	"	250
Sup. II	"	44

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No Relation
3 Things:	1	Precision Work

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REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Mason (brick and stone)

OTHER TITLES:

DEFINITION: Builds stone structures, such as piers, walls and abutments, or lays walls, curbstones or special types of masonry.

D.O.T. NO. 861.381

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Little Increase

HOURS:
40 week

AVERAGE EARNINGS:
$6.50 hour

UNION ASSOCIATION AFFILIATION:
Bricklayers, Masons and Plasterers International Union of America

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	698
Vol. II	"	319
Sup. I	"	251
Sup. II	"	48

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		2-4
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	7	compiling
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Plumber

OTHER TITLES: May be designated according to specialty.

DEFINITION: Assembles, installs and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes.

D.O.T. NO. 862.381

ENTRY LEVEL JOBS: Plumber Helper

RELATED JOBS: Pipefitter
Coppersmith

EMPLOYMENT OUTLOOK: Increase Rapidly

HOURS: Varies

AVERAGE EARNINGS: $6.70/hour

UNION ASSOCIATION AFFILIATION:
United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

SUGGESTED CAREER ELECTIVES:
industrial arts - metal
physics
blueprint reading
shop mathematics

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education Plumbing	X

COURSE LOCATION:

SPECIAL REQUIREMENTS:
eye-hand coordination
space perception

D.O.T. LOCATION:		
Vol. I	page	544
Vol. II	"	312
Sup. I	"	252
Sup. II	"	46

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	X
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye-Hand-Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	H
2	Climbing, balancing	X
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No Relation
3	Things:	1	Precision Work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Pipefitter Assistant

OTHER TITLES: May be designated by specialty.

DEFINITION: Assists pipefitter to assemble and install piping for air, ammonia, gas, and water systems.

D.O.T. NO. 862.884

ENTRY LEVEL JOBS:

RELATED JOBS: Pipefitter
Plumber

EMPLOYMENT OUTLOOK: Increase Rapidly

HOURS: Varies

AVERAGE EARNINGS: $3.25/hour

UNION ASSOCIATION AFFILIATION: United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Ind.

SUGGESTED CAREER ELECTIVES:
craft courses
industrial arts - metals

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	535
Vol. II	"	322
Sup. I	"	253
Sup. II	"	66

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Metals-Pipefitting	X

SPECIAL REQUIREMENTS:
eye-hand coordination
manual-finger dexterity
ability to follow directions
adaptability to routine

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	X
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	8	No Relation
2 People:	8	No Relation
3 Things:	4	Manipulating

USOE CLUSTER # 5

CONSUMER AND HOMEMAKING

REV. 2-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Food Processing Technician

OTHER TITLES:

DEFINITION: Experiments with natural and synthetic materials or by-products to develop new foods, food preservatives, antiaduleration agents and similar products

D.O.T. NO. 022.081

ENTRY LEVEL JOBS:
Food Technologists

RELATED JOBS:
Organic Chemist

EMPLOYMENT OUTLOOK:
Moderate growth

HOURS:
40 hours

AVERAGE EARNINGS:
$9,000./year

UNION ASSOCIATION AFFILIATION:
None

SUGGESTED CAREER ELECTIVES:
Laboratory sciences

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	123
Vol. II	"	466
Sup. I	"	7
Sup. II	"	147

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		X

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Culinary Arts	X

SPECIAL REQUIREMENTS:
preference for research work
thoroughness in detail
facility with math
inquisitive mind

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No relation
3	Things:	1	Precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Fashion Coordinator

OTHER TITLES: Fashion Director
Display stylist

DEFINITION: Promotes new fashions and coordinates promotional activities such as fashion shows, to induce consumer acceptance. Studies fashions visits manufacturers and consults with buyers and salespeople

D.O.T. NO. 185.158

ENTRY LEVEL JOBS:
Salesperson

RELATED JOBS:
Buyer

EMPLOYMENT OUTLOOK:
Slow growth

HOURS:
Averages 40 hours

AVERAGE EARNINGS:
N/A

UNION ASSOCIATION AFFILIATION:
None

SUGGESTED CAREER ELECTIVES:
Psychology
Merchandising
Art - fashion

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	266
Vol. II	"	484
Sup. I	"	29
Sup. II	"	150

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Outgoing personality
Good grooming

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	X
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	X
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	1	Coordinating
2	People:	5	Persuading
3	Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Shopper - Comparison

OTHER TITLES: Professional Shopper
Merchandise Shopper

DEFINITION: Verifies prices, quality, and styles of merchandise in competing stores or salesrooms. Verifies complaints of customers on price of merchandise. Prepares report of findings.

D.O.T. NO. 296.388

ENTRY LEVEL JOBS: Sales Clerk

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS: 40 - 45 hours

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training 3 mths.		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Clerical Course

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	152
Vol. II	"	276
Sup. I	"	53
Sup. II	"	15

SPECIAL REQUIREMENTS:
Neatness
Legible Handwriting

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	–
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No Relation
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Cook

OTHER TITLES: May be designated according to specialty.

DEFINITION: Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other food stuffs for consumption in hotels and restaurants.

D.O.T. NO. 315.381

ENTRY LEVEL JOBS:
Cook Apprentice

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Moderate increase

HOURS:
40 to 48 hours

AVERAGE EARNINGS:
$2.46 to $4.63/hour

UNION ASSOCIATION AFFILIATION:
Hotel & Restaurant Employees

SUGGESTED CAREER ELECTIVES:
Home economics

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	164
Vol. II	"	310
Sup. I	"	55
Sup. II	"	35

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education — Culinary Arts	X

SPECIAL REQUIREMENTS:
good finger and manual dexterity
good health (no illness)
some computation ability

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	X
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No relation
3 Things:	1	Precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Child Care Attendant

OTHER TITLES:

DEFINITION: Performs duties under direction of physician in examination and treatment of patients.

D.O.T. NO. 079.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
35 - 40 hours

AVERAGE EARNINGS:
$110. - $140. week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	461
Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speak.-signalling
3 Things:	8	no relation

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REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Butcher

OTHER TITLES:

DEFINITION: Performs all slaughtering and butchering operations in a slaughtering and meat packing establishment.

D.O.T. NO. 525.381

ENTRY LEVEL JOBS:
Meat-cutter apprentice

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Little - no increase

HOURS:
40 hours

AVERAGE EARNINGS:
$4.00 hour

UNION ASSOCIATION AFFILIATION:
Amalgamated meat cutters

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Culinary Arts	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	87
Vol. II	"	312
Sup. I	"	88
Sup. II	"	

SPECIAL REQUIREMENTS:

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	X
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	H
2	Climbing, balancing	
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	3	compiling
2	People:	8	no relation
3	Things:	1	precision work

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REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Baker

OTHER TITLES: May be designated according to specialty.

DEFINITION: Mixes and bakes ingredients according to recipes to produce breads, pastries, and other baked goods.

D.O.T. NO. 526.781

ENTRY LEVEL JOBS:
Baker Helper - 526.886
Baker Apprentice - 526.781

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Slow decline

HOURS:
35 to 48 hours

AVERAGE EARNINGS:
$4.35 to $5.79/hour

UNION ASSOCIATION AFFILIATION:
American Bakers Association

SUGGESTED CAREER ELECTIVES:
Home economics
Craft courses

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	37
Vol. II	"	319
Sup. I	"	90
Sup. II	"	48

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Culinary Arts	X

SPECIAL REQUIREMENTS:
manual and finger dexterity
interest in work with hands

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	7	No relation
2	People:	8	No relation
3	Things:	1	Precision work

USOE CLUSTER # 6

ENVIRONMENT

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Air Pollution Control Technician

OTHER TITLES:

DEFINITION: Designs and oversees construction and operation of hygienic projects, such as water works, sewage, and garbage and trash disposal plants.

D.O.T. NO. 005.081

ENTRY LEVEL JOBS:
Draftsman

RELATED JOBS:
Civil Engineer
Industrial Engineer

EMPLOYMENT OUTLOOK:
Favorable - Slow Increase

HOURS: Varies

AVERAGE EARNINGS:
$8,000 - $10,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Drafting
Physics
Speech
Higher Mathematics

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	626
Vol. II	"	371
Sup. I	"	2
Sup. II	"	93

SPECIAL REQUIREMENTS:
creative talent or imagination
logical mind
organizational ability
clear coherent speech

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	X
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No Relation
3	Things:	1	Precision Work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Waste Water Treatment Plant Operator

OTHER TITLES: May be designated according to specialized activity

DEFINITION: Operates sewage treatment, sludge processing, and disposal equipment in sewage treatment plant to control flow and processing of sewage.

D.O.T. NO. 955.782

ENTRY LEVEL JOBS:
Sewage plant attendant

RELATED JOBS:
Water treatment plant operator

EMPLOYMENT OUTLOOK:
Rapid Rise

HOURS:
Shift Work

AVERAGE EARNINGS:
$5,000 to 11,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education — Machine Shop	X

SUGGESTED CAREER ELECTIVES:
Industrial Arts - machines

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	641
Vol. II	"	435
Sup. I	"	275
Sup. II	"	111

SPECIAL REQUIREMENTS:
manual-finger dexterity
good eyesight
reading habits - trade journals
eye-hand-foot, coordination
agility & physical stamina

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	X
5	Noise, vibration	
6	Hazards	X
7	Fumes	X
	Odors	X
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	X
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:		
1 Data:	7	No Relation
2 People:	8	No Relation
3 Things:	2	Operating-Contr.

USOE CLUSTER # 7

FINE ARTS AND HUMANITIES

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Library Media Aide

OTHER TITLES: Circulation Clerk
Desk Attendant

DEFINITION: Compiles records, sorts and shelves books, and issues and receives library materials.

D.O.T. NO. 100.168

ENTRY LEVEL JOBS:
Library Aide

RELATED JOBS:
Medical Records Librarian
Credit Clerk

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
40 hours

AVERAGE EARNINGS:
$7,000./year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
English
Bookkeeping
Library Aide

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	422
Vol. II	"	258
Sup. I	"	48
Sup. II	"	10

SPECIAL REQUIREMENTS:
Verbal facility; exactness and attention to detail; numerical ability; liking for public contact work; enjoyment of reading

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speak.-signallin
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Copy Writer

OTHER TITLES: Ad Writer
Advertising Copy Writer

DEFINITION: Consults with Account Exec. and media representatives on style and design of ad copy. Writes original copy for various media use.

D.O.T. NO. 132.088

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS:
Account Executive
Advertising Lay-Out

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS: Irregular

AVERAGE EARNINGS:
$6,500. - $8,000./year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Journalism
Literature
Psychology
Sociology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	168
Vol. II	"	524
Sup. I	"	16
Sup. II	"	156

SPECIAL REQUIREMENTS:
High language ability
Articulate discourse
Creativity and imagination
Sense of rhythm and euphony

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye-Hand-Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	S
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	
5	Talking, hearing	X
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	X
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	X
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	X
Y	Precision, accuracy	

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No Relation
3	Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Advertising Layout

OTHER TITLES: Comprehensive Artist
Advertising Designer

DEFINITION: Designs advertising layouts for newspaper, magazine, television, poster, direct mail and billboard advertisements from illustrations and photographs submitted by client or may take illustrations from clients.

D.O.T. NO. 141.081

ENTRY LEVEL JOBS: Paste-up Man
Paste-up, App.

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS:
Irregular

AVERAGE EARNINGS:
$6,500 - $8,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Art
Advertising Lay-out

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	6
Vol. II	"	232
Sup. I	"	17
Sup. II	"	1

SPECIAL REQUIREMENTS:
Artistic judgement
Eye-hand coordination
Manual Dexterity
Perception of form and line

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No Relation
3	Things:	1	Precision Work

REV. 2-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Commerical Artist or Technical Illustrator

OTHER TITLES: Engineering Illustrator
Production Illustrator

DEFINITION: Lays out and draws illustrations for reproduction in various reference works and manuals, dealing with assembly installation, operation maintainance and repair of equipment.

D.O.T. NO. 141.081

ENTRY LEVEL JOBS:

RELATED JOBS: Designer

EMPLOYMENT OUTLOOK:
Moderate Increase
(Depending on Industry)

HOURS:
35/40 hours

AVERAGE EARNINGS:
$3.00 - $4.70/hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education Advertising	X

SUGGESTED CAREER ELECTIVES:
Drafting
Art

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	727
Vol. II	"	232
Sup. I	"	17
Sup. II	"	94

SPECIAL REQUIREMENTS:
visualize spatial relations
perceive slight differences
work with detail
finger dexterity
demonstrated skill in drawing

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	8	No Relation
3 Things:	1	Precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Clothes Designer

OTHER TITLES: Fashion Designer
Stylist

DEFINITION: Creates, designs, and prepares patterns for new types and styles of men's, women's, and children's wearing apparal or knitted garments.

D.O.T. NO. 142.081

ENTRY LEVEL JOBS:
Patternmaker

RELATED JOBS:
Commercial Art
Designing

EMPLOYMENT OUTLOOK:
None to moderate increase

HOURS: Average 40 hours

AVERAGE EARNINGS: Not available

UNION ASSOCIATION AFFILIATION:
International Association of Clothing Designers

SUGGESTED CAREER ELECTIVES:
Art
Sewing
Design
Drafting

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	137
Vol. II	"	232
Sup. I	"	18
Sup. II	"	1

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	X
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education Art-Advertising	X

SPECIAL REQUIREMENTS:
Demonstrated artistic ability
Creativity, imagination
Perception of form and design
Color discrimination

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye--Hand--Foot Coordination	
11	Color Discrimination	X

PHYSICAL DEMANDS:		
1	Strength	S
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	X
Y	Precision, accuracy	

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No relation
3	Things:	1	Precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Commercial and Technical Photographer

PROJECT CAREER/GUIDANCE

OTHER TITLES:

DEFINITION: Photographs persons, motion picture sets, merchandise, exteriors and interiors, machinery, and fashions to be used in advertising and selling.

D.O.T. NO. 143.062

ENTRY LEVEL JOBS:
Photographer Helper

RELATED JOBS:
Portrait Photographer
News Photographer

EMPLOYMENT OUTLOOK:
Moderate Increase

HOURS:
Salaried: 40 hours
Independent: Varied

AVERAGE EARNINGS:
$200/week (experienced)

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Advertising	X

SUGGESTED CAREER ELECTIVES:
journalism
newspaper
camera club
art
speech

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	527
Vol. II	"	230
Sup. I	"	18
Sup. II	"	1

SPECIAL REQUIREMENTS:
imagination
aesthetic appreciation
form and symmetry
eye - hand coordination
eye for color
ability to deal with people

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	6	Speaking-Signaling
3 Things:	2	Operating-Controlling

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Window Trimmer

OTHER TITLES: Decorator, Display Person

DEFINITION: Displays merchandise in windows and showcases, and on sales floor to attract attention of prospective customers.

D.O.T. NO. 298.081

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS:
Irregular

AVERAGE EARNINGS:
$7,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.	Art	X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Art
Illustration
Painting
History
English

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	212
Vol. II	"	232
Sup. I	"	53
Sup. II	"	2

SPECIAL REQUIREMENTS:
Color Discrimination
Artistic Ability

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	8	No Relation
3 Things:	1	Precision Work

USOE CLUSTER # 8

HEALTH

REV. 3-74

PROJECT CAREER/GUIDANCE

CAREEROGRAM

CAREER PREPARATION ANALYSIS CHART

JOB TITLE: Registered Nurse (Associate Degree)

OTHER TITLES:

DEFINITION: Renders general nursing care to patients in hospital, infirmary, sanitarium or similar institution. Administers prescribed medications and treatments in accordance with approved nursing techniques. Aids physicians during treatments and examinations of patients.

D.O.T. NO. 075.378

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Very good

HOURS:
40 week

AVERAGE EARNINGS:
$7,500 year

UNION ASSOCIATION AFFILIATION:

TYPE EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry
psychology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	494
Vol. II	"	477
Sup. I	"	12
Sup. II	"	149

SPECIAL REQUIREMENTS:
facility for relating to people
cleanliness
good health
freedom from communicable disease

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	X
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	M
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	X
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	3	compiling
2	People:	7	serving
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Radiologic Technician

OTHER TITLES: X-Ray Technologist

DEFINITION: Applies roentgen rays and radioactive substances to patients for diagnostic and therapeutic purposes

D.O.T. NO. 078.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Very good

HOURS:
40 week

AVERAGE EARNINGS:
$110 - $190 week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	581
Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

SPECIAL REQUIREMENTS:
facility for relating to people
cleanliness
good health
freedom from communicable disease

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	3	compiling
2	People:	6	speak.-signalling
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Dental Hygienist

OTHER TITLES: Oral Hygienist

DEFINITION: Performs dental prophyliactic treatments and instructs groups and individuals in care of teeth and mouth.

D.O.T. NO. 078.368

ENTRY LEVEL JOBS:

RELATED JOBS:
Dental Assistant

EMPLOYMENT OUTLOOK:
Good

HOURS:
35 - 40 week

AVERAGE EARNINGS:
$6,000 - $7,000 year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry
psychology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	193
Vol. II	"	477
Sup. 1	"	13
Sup. II	"	149

SPECIAL REQUIREMENTS:
facility for relating to people
cleanliness
good health
freedom from communicable disease

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speaking-signal
3 Things:	8	no relation

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Clinical Lab Assistant (Technician)

OTHER TITLES: Medical Technician

DEFINITION: Performs routine tests in medical laboratory for use in treatment and diagnosis of disease.

D.O.T. NO. 078.381

ENTRY LEVEL JOBS:

RELATED JOBS:
Chemical Laboratory Technician
Pharmacist

EMPLOYMENT OUTLOOK:
Good to Excellent

HOURS: 40 hours

AVERAGE EARNINGS:
$5,00 to $7,000/year

UNION ASSOCIATION AFFILIATION:
American Society of Clinical Pathologists

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
mathematics
chemistry
laboratory science
biology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	461
Vol. II	"	418
Sup. I	"	12
Sup. II	"	99

SPECIAL REQUIREMENTS:
Preference for research work
Facility with mathematics
Form perception
Attention to detail

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	
8	Finger Dexterity	X
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	X

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No relation
3	Things:	1	Precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Inhalation Therapist

OTHER TITLES: Oxygen-Therapy-Equip. Tech
Oxygen-Therapy Techn.

DEFINITION: Sets up and operates various types of oxygen equipment, such as iron lungs, oxygen tents, resoscitators, and incubators to administer oxygen and other gases to patients.

D.O.T. NO. 079.368

ENTRY LEVEL JOBS:

RELATED JOBS:
Chiropractors Assistant
Corrective Therapist

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
40 week

AVERAGE EARNINGS:
$600 month

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	375
Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

SPECIAL REQUIREMENTS:
facility for relating to people
exactness and precision
cleanliness
good health
freedom from communicable disease

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	X
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	X
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	3	compiling
2	People:	6	speak.-signalling
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Medical Assistant

OTHER TITLES:

DEFINITION: Performs duties under direction of physician in examination and treatment of patients.

D.O.T. NO. 079.368

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
35 - 40 hours

AVERAGE EARNINGS:
$110. - $140 week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

SPECIAL REQUIREMENTS:

D.O.T. LOCATION:		
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Sup. II	"	149

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye--Hand--Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1 Data:	3	compiling	
2 People:	6	speak.-signalling	
3 Things:	8	no relation	

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Occupational Therapy Aide

OTHER TITLES: Occupational Therapy Attendant

DEFINITION: Assists Occupational Therapist in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions.

D.O.T. NO. 079.368

ENTRY LEVEL JOBS:

RELATED JOBS:
Corrective Therapist

EMPLOYMENT OUTLOOK:
Good

HOURS:
Varies

AVERAGE EARNINGS:
$7,000/year

UNION ASSOCIATION AFFILIATION:
American Occupational Therapy Association

SUGGESTED CAREER ELECTIVES:
Biology
Anatomy
Physics
Chemistry

COURSE LOCATION:

D.O.T. LOCATION:		
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Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Good health
Understanding anatomy

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	6	Speaking-signa
3 Things:	8	No relation

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PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Dental Assistant

OTHER TITLES:

DEFINITION: Works with dentists as they examine and treat patients, makes the patient comfortable; prepares him for treatment; obtains dental records; hands proper instruments and material to dentist.

D.O.T. NO. 079.378

ENTRY LEVEL JOBS:

RELATED JOBS:
Dental Hygienist

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
40 week

AVERAGE EARNINGS:
$75.00 - $150.00 week

UNION ASSOCIATION AFFILIATION:

78

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	X
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

SPECIAL REQUIREMENTS:

D.O.T. LOCATION:		
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Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	X
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	3	compiling
2	People:	7	serving
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Surgical Technician

OTHER TITLES: Surgical Orderly
Operating room Technician

DEFINITION: Performs any combination of following tasks before and during operation: washes, shaves and sterilizes patient's operative area; places equipment and supplies in operating room.

D.O.T. NO. 079.378

ENTRY LEVEL JOBS:

RELATED JOBS:
Physical Therapist
Pediatrists Assistant

EMPLOYMENT OUTLOOK:
Very good.

HOURS:
40 week

AVERAGE EARNINGS:
$95.00 - $180.00 week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	X

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

COURSE LOCATION:

D.O.T. LOCATION:		
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Vol. II	"	477
Sup. I	"	13
Sup. II	"	149

SPECIAL REQUIREMENTS:
facility for relating to people
exactness and precision
cleanliness
good health
freedom from communicable disease

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

RELATION TO:		
1 Data:	3	compiling
2 People:	7	serving
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Licensed Practical Nurse

OTHER TITLES:

DEFINITION: Cares for ill, injured, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions. Observes patients and reports adverse reactions to physician or nurse, general duty.

D.O.T. NO. 079.378

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Strong demand

HOURS:
40 week

AVERAGE EARNINGS:
starting at $110. week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

SUGGESTED CAREER ELECTIVES:
health
human anatomy
chemistry

COURSE LOCATION:

SPECIAL REQUIREMENTS:
facility for relating to people
cleanliness
good health
freedom from communicable disease

D.O.T. LOCATION:		
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RELATION TO:		
1 Data:	3	compiling
2 People:	7	serving
3 Things:	8	no relation

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PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Hospital Pharmacy Technician

OTHER TITLES: Druggist

DEFINITION: Compounds and dispenses medications, following prescriptions issued by physician, dentist, or other authorized medical practitioner.

D.O.T. NO. 074.181

ENTRY LEVEL JOBS:
Pharmacy helper - 074.387

RELATED JOBS:
Biochemist
Chemist

EMPLOYMENT OUTLOOK:
Good; moderate growth

HOURS:
44 to 50 hours

AVERAGE EARNINGS:
$14,000/year

UNION ASSOCIATION AFFILIATION:
American Pharmaceutical Assoc.

SUGGESTED CAREER ELECTIVES:
Chemistry
Physics
Laboratory courses
Higher mathematics

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. II	"	99

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Intellectual ability
Attention to detail
Form perception

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	1	Coordinating
2 People:	8	No relation
3 Things:	1	Precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Nurse Aide

OTHER TITLES: Hospital Attendant
Nursing Assistant

DEFINITION: Assists in care of hospital patients under the direction of nursing and medical staff.

D.O.T. NO. 355.878

ENTRY LEVEL JOBS:

RELATED JOBS:
Hospital Attendant

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
40 week

AVERAGE EARNINGS:
$80.00 week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TPNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
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SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	no relation
2 People:	7	serving
3 Things:	8	no relation

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Ward Orderly

OTHER TITLES:

DEFINITION: Performs any combination of duties as directed by nursing and medical staff, to care for hospitalized patients.

D.O.T. NO. 355.878

ENTRY LEVEL JOBS:

RELATED JOBS:
Nursing Aide
Psychiatric Orderly

EMPLOYMENT OUTLOOK:
Increase Very Rapidly

HOURS:
40 hours/shift wk

AVERAGE EARNINGS:
$80.00 - $100.00/week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
first aid
hygiene
biology

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. I	"	59
Sup. II	"	149

SPECIAL REQUIREMENTS:
Good medical record
Clean personal habits
Patience & sympathy for others
Relate to people
Stability under pressure
Ability to follow directions

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	X
	Odors	X
	Toxic	X
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	V
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	
4	Social welfare	X
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	X
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:		
1	Data:	8 No relation
2	People:	7 Serving
3	Things:	8 No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Physical Therapy Aide

OTHER TITLES: Attendant, Physical Therapy

DEFINITION: Prepares patients for treatment by Physical Therapist

D.O.T. NO. 355.878

ENTRY LEVEL JOBS:
Child Care Attendant
Psychiatric Aide

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
40 or less

AVERAGE EARNINGS:
$80 - $110 inexperienced
$110 - $150 experienced

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
first aid
health
biology
human anatomy

COURSE LOCATION:

D.O.T. LOCATION:		
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SPECIAL REQUIREMENTS:
patience & sympathy for others
ability to relate to others
attentiveness to detail
clean personal habits
freedom from communicable diseasa

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	no relation
2 People:	7	serving
3 Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Dental Technician

OTHER TITLES:

DEFINITION:

D.O.T. NO. 712.381

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
40 week

AVERAGE EARNINGS:
$85.00 to start

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
mathematics
blueprint reading
human anatomy

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. I	"	188
Sup. II	"	36

SPECIAL REQUIREMENTS:
ability to learn & apply craft technique
ability to assume responsibility
spatial perception
ability to apply shop mathematics

CONDITIONS:	
1 Inside	
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

USOE CLUSTER # 9

HOSPITALITY AND RECREATION

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Recreation Aide

OTHER TITLES:

DEFINITION: Conducts recreation activities with assigned groups in public department or voluntary agency.

D.O.T. NO. 195.228

ENTRY LEVEL JOBS:
Junior Counselor - Camp

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Increase Rapidly

HOURS: 40 - 50 hours

AVERAGE EARNINGS:
$8,000. - 10,000./year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	X
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Crafts
Recreational activities
Sports

COURSE LOCATION:

D.O.T. LOCATION:		
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Sup. I	"	34
Sup. II	"	68

SPECIAL REQUIREMENTS:
Preference for public contact
Interest in recreational activities

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	X
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	2	Analyzing
2 People:	2	Instructing
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Travel Counselor

OTHER TITLES: Traveling Clerk, Touring Counselor

DEFINITION: Plans trips, indicates points of interest, restaurants, hotels, road information, etc. Reserves hotel, motel, bus, ship, train, plans for client or member of auto club.

D.O.T. NO. 237.168

ENTRY LEVEL JOBS:
Ticket Clerk

RELATED JOBS:
Dispatcher

EMPLOYMENT OUTLOOK:
N/A

HOURS:
N/A

AVERAGE EARNINGS:
N/A

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
History
Geography

COURSE LOCATION:
Some night or correspondence schools

D.O.T. LOCATION:		
Vol. I	page	754
Vol. II	"	261
Sup. I	"	46
Sup. II	"	10

SPECIAL REQUIREMENTS:
Good reasoning ability
Preparing itineraries
Making travel arrangements

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	1	Coordinating
2 People:	6	Speaking-signal
3 Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Hotel, Motel Clerk

OTHER TITLES: Front Clerk
Desk Clerk
Day Clerk

DEFINITION: Accommodates hotel patrons by registering guests and assigning rooms. Issues room key and escort instructions to bellman. Sorts and racks incoming mail, confirms reservations.

D.O.T. NO. 242.368

ENTRY LEVEL JOBS: Bellman

RELATED JOBS:

EMPLOYMENT OUTLOOK: Rapid Increases

HOURS: 40 hours

AVERAGE EARNINGS: $2.00/hour

UNION ASSOCIATION AFFILIATION: Hotel and Restaurant Employee's Union

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	366
Vol. II		265
Sup. I	"	47
Sup. II	"	11

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Clerical perception
Accurate record keeping
Ability to relate to people

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	Compiling
2 People:	6	Speaking-Signal
3 Things:	8	No Relation

CLUSTER # 10

MANUFACTURING

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Machinist

OTHER TITLES: May be designated according to speciality

DEFINITION: Sets up and operates machine tools, and fits and assembles parts to make or repair metal parts, mechanisms tools or machines.

D.O.T. NO. 600.280

ENTRY LEVEL JOBS:

Machinist, Apprentice

RELATED JOBS:

Toolmaker

Welder

EMPLOYMENT OUTLOOK:

Slow Increase

HOURS: 40 hours average

AVERAGE EARNINGS: $3.50/hour

UNION ASSOCIATION AFFILIATION:

International Association of Machinists and Aerospace Workers

SUGGESTED CAREER ELECTIVES:
blueprint reading
shop mathematics
metallurgy
metals shop

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	438
Vol. II	"	430
Sup. I	"	134
Sup. II	"	102

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education machine shop	X

SPECIAL REQUIREMENTS:
preference for work w/machines
attention to detail
facility in basic math
physical stamina & agility
manual & finger dexterity
ability to adapt

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	X
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	M
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	2	Analyzing
2	People:	8	No Relation
3	Things:	0	Setting up

REV. 3-74

CAREER PREPARATION ANALYSIS CHART

PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Tool and Die Maker

OTHER TITLES:

DEFINITION: Analyzes specifications, lays out stock, sets up and operates machine tools, fits and assembles parts to make and repair metal working dies, cutting tools, jigs, fixtures, guages, and machinist's tools

D.O.T. NO. 601.280

ENTRY LEVEL JOBS:
Tool and Die Apprentice

RELATED JOBS:
Machinist
Welder

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS: 40 hours

AVERAGE EARNINGS: $4.15/hour

UNION ASSOCIATION AFFILIATION:
International Association of Machinists and Aerospace Workers

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Machine shop	X

SUGGESTED CAREER ELECTIVES:
blueprint reading
shop mathematics
metallurgy
metals shop

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	744
Vol. II	"	430
Sup. I	"	134
Sup. II	"	102

SPECIAL REQUIREMENTS:
preference for machine work
attention to detail
facility in basic math
physical stamina & agility
manual & finger dexterity
ability to adapt

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	0	Setting up

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Heavy Equipment Mechanic

OTHER TITLES: Heavy Equipment Mechanic

DEFINITION: Analyzes malfunction and rebuilds repairs, and adjusts heavy construction equipment other than internal combustion engines

D.O.T. NO. 620.281

ENTRY LEVEL JOBS:
Engineering Equipment Helper

RELATED JOBS:
Operating Engineer

EMPLOYMENT OUTLOOK:
Rapid Increase

HOURS: Irregular

AVERAGE EARNINGS:
$5.00 to $7.00/hour

UNION ASSOCIATION AFFILIATION:
International Union of Operating Engineers

SUGGESTED CAREER ELECTIVES:
metals shop - blueprint reading
automotive repair
power shop
hydraulics
shop mathematics
general physics

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	251
Vol. II	"	312
Sup. I	"	148
Sup. II	"	45

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
manual and finger dexterity
physical stamina
agility

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision work

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REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Air-Conditioning, Heating, and Refrigeration

OTHER TITLES:

DEFINITION: Installs, services, and repairs commercial air-conditioning units, usually rated in excess of 100 tons cooling capacity

D.O.T. NO. 637.281

ENTRY LEVEL JOBS:
Air-Conditioning Mechanic
Helper

RELATED JOBS:
Refrigeration Repairman
Pipefitter

EMPLOYMENT OUTLOOK:
Increase Very Rapidly

HOURS: 40 hours - Irregular

AVERAGE EARNINGS:
$3.25 to $7.00/hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education Air Conditioning	X

SUGGESTED CAREER ELECTIVES:
metals shop
shop mathematics
chemistry

COURSE LOCATION:

SPECIAL REQUIREMENTS:
manual and finger dexterity
ability to learn and apply craft techniques

D.O.T. LOCATION:		
Vol. I	page	8
Vol. II	"	312
Sup. I	"	153
Sup. II	"	45

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	X
Odors	
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye—Hand—Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No Relation
3 Things:	1	Precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Electrical Appliance Repairperson

OTHER TITLES: Small appliance Repairperson
Appliance - service representative

DEFINITION: Repairs electrical appliances using handtools and electrical testing instruments

D.O.T. NO. 723.381

ENTRY LEVEL JOBS:
Appliance repair trainee

RELATED JOBS:
Electrician
Radio-TV Repair

EMPLOYMENT OUTLOOK:
Increase Rapidly

HOURS: Irregular

AVERAGE EARNINGS:
Not Available

UNION ASSOCIATION AFFILIATION:
National appliance and Radio-TV Dealers Association

SUGGESTED CAREER ELECTIVES:
shop mathematics
general physics
metals shop
crafts

COURSE LOCATION:	

D.O.T. LOCATION:		
Vol. I	page	237
Vol. II	"	312
Sup. I	"	194
Sup. II	"	38

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
finger - manual dexterity
spatial perception
ability to use handtools
form perception

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No relation
3	Things:	1	Precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Patternmaker

OTHER TITLES: Jig and form maker
Plug maker

DEFINITION: Fabricates patterns, fixtures, jigs, and templates used in producing plastic articles.

D.O.T. NO. 754.381

ENTRY LEVEL JOBS:
Pattern maker apprentice

RELATED JOBS:
Foundry workers
Molders

EMPLOYMENT OUTLOOK:
Little or no change

HOURS: Average 40

AVERAGE EARNINGS:
$3.00 to $5.00 per hour

UNION ASSOCIATION AFFILIATION:

96

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education metals shops	X

SUGGESTED CAREER ELECTIVES:
blueprint reading
art
model hobbies

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	521
Vol. II	"	312
Sup. I	"	213
Sup. II	"	43

SPECIAL REQUIREMENTS:
space perception
form perception
eye-hand coordination
finger - manual dexterity
attention to detail
patience

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	X
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	Compiling
2 People:	8	No relation
3 Things:	1	Precision work

REV. 3-74

CAREER PREPARATION ANALYSIS CHART
Project CAREER/Guidance

CAREEROGRAM

JOB TITLE: Welder

OTHER TITLES: May be designated according to specialty

DEFINITION: Welds metal parts together according to layouts, blueprints, or work orders

D.O.T. NO. 810.884

ENTRY LEVEL JOBS:
Welder Helper

RELATED JOBS:
Fabrication and repair
Metal-unit assembling

EMPLOYMENT OUTLOOK:
Rapid Increase

HOURS: Average 40

AVERAGE EARNINGS: $3.50/hour

UNION ASSOCIATION AFFILIATION:
International Association of Machinists and Aerospace Workers

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education metals	X

SUGGESTED CAREER ELECTIVES:
blueprint reading
metallurgy
general physics
general chemistry
shop mathematics

COURSE LOCATION:

SPECIAL REQUIREMENTS:
preference for work with hands
eye-hand coordination
finger-manual dexterity

D.O.T. LOCATION:		
Vol. I	page	790
Vol. II	"	322
Sup. I	"	240
Sup. II	"	66

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	X
Odors	
Toxic	X
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	8	No Relation
2 People:	8	No Relation
3 Things:	4	Manipulating

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REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Electronics Technician

OTHER TITLES:

DEFINITION: Applies electronic theory, principles of electrical circuits, electrical testing procedures, engineering mathematics physics and related subjects to layout, build, test, troubleshoot, repair, and modify developmental and production electronic equipment.

D.O.T. NO. 828.281

ENTRY LEVEL JOBS:
Electronics trainee

RELATED JOBS:
Broadcast technician
Electrical technician

EMPLOYMENT OUTLOOK:
Very Good

HOURS: Average 40

AVERAGE EARNINGS:
$6,500. to $8,500. per year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education electronics	X

SUGGESTED CAREER ELECTIVES:
higher mathematics
electronics
physics
chemistry
blueprint reading
drafting

COURSE LOCATION:

SPECIAL REQUIREMENTS:
facility with math & language
spatial perception
learn and apply basic
engineering and technical
methods

D.O.T. LOCATION:		
Vol. I	page	246
Vol. II	"	379
Sup. I	"	2
Sup. II	"	95

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	X
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No relation
3 Things:	1	Precision work

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REV. 3-74

CAREER PREPARATION ANALYSIS CHART
PROJECT CAREER/GUIDANCE

CAREEROGRAM

JOB TITLE: Furnace Repairperson

OTHER TITLES: Furnace Installer and Repairperson Hot Air

DEFINITION: Installs and repairs hot-air furnaces in accordance with diagrams and other specifications

D.O.T. NO. 869.281

ENTRY LEVEL JOBS:
Repairman Helper

RELATED JOBS:
Air Conditioning and Refrigeration - Oil Burner Mechanics

EMPLOYMENT OUTLOOK:
Increase Rapidly

HOURS: Irregular
Shift work

AVERAGE EARNINGS:
$3.25 to $7.50 per hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education metals shop	X

SUGGESTED CAREER ELECTIVES:
shop mathematics
general physics
metals shop
blueprint reading

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	320
Vol. II	"	312
Sup. I	"	254
Sup. II	"	44

SPECIAL REQUIREMENTS:
manual - finger dexterity
spatial perception
ability to use handtools
form perception

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	Analyzing
2 People:	8	No relation
3 Things:	1	Precision work

CLUSTER # 11

MARINE SCIENCE

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Oceanographer Technician

OTHER TITLES: May be designated according to specialty

DEFINITION: Studies physical aspects of ocean, such as density, temperature, and ability to transmit light and sound; movement of sea; and relationship between sea and atmosphere

D.O.T. NO. 024.081

ENTRY LEVEL JOBS:
Research Assistnat
Laboratory Assistant

RELATED JOBS:
Geophysicist
Marine Biologist

EMPLOYMENT OUTLOOK:
Small demand and smaller at present

HOURS:
varied - research

AVERAGE EARNINGS:
$8,000 - $10,000/yr. beg.

UNION ASSOCIATION AFFILIATION:

101

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		X
Graduate School		X

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X

SUGGESTED CAREER ELECTIVES:
Higher mathematics
Physics
Chemistry

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	332
Vol. II	"	466
Sup. I	"	8
Sup. II	"	147

SPECIAL REQUIREMENTS:
Thoroughness - penchant for detail; Facility for mathematics
High interest in science
Preference for research work

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	X
8	Abstraction, creativity	X
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No relation
3	Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Marine Mechanic

OTHER TITLES: Marine Engine Mechanic

DEFINITION: Installs and repairs gasoline and diesel engines in boats such as yachts, tugs and trawlers following specifications

D.O.T. NO. 623.281

ENTRY LEVEL JOBS:
Marine Engine Machinist Apprentice

RELATED JOBS:
Diesel Mechanic , Deck Engine Mechanic, Marine Engineer

EMPLOYMENT OUTLOOK:

HOURS:
Unknown

AVERAGE EARNINGS:
Unknown

UNION ASSOCIATION AFFILIATION:
Unknown

102

SUGGESTED CAREER ELECTIVES:
Shop mathematics
Engine repair
Blueprint reading

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	439
Vol. II	"	312
Sup. I	"	149
Sup. II	"	41

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Finger and manual dexterity;
Eye-hand coordination;
Preference for craft-related tasks
Ability to use test instruments
Ability to use hand tools
Ability to follow specific directions

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	2	Analyzing
2	People:	8	No relation
3	Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Yacht and Boat Builder

OTHER TITLES:

DEFINITION: Fabricates, repairs, or modifies wooden boats, liferafts, and pontoons, using hand tools, power tools, and measuring instruments following blueprints

D.O.T. NO. 860.381

ENTRY LEVEL JOBS:
Boatbuilder Apprentice

RELATED JOBS:
Finish Carpenter
Joiner

EMPLOYMENT OUTLOOK:
limited (regional occupation)

HOURS:
Unknown

AVERAGE EARNINGS:
Unknown

UNION ASSOCIATION AFFILIATION:
Unknown

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	X
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Shop mathematics
Wood shop program
Blueprint reading
Hobby building

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	61
Vol. II	"	312
Sup. I	"	250
Sup. II	"	44

SPECIAL REQUIREMENTS:
Finger and manual dexterity
Eye-hand coordination;
Preference for craft-related tasks; Ability to use hand tools; Ability to follow specific directions

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No relation
3	Things:	1	Precision Work

CLUSTER # 12

MARKETING AND DISTRIBUTION

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Buyer

OTHER TITLES: Designated according to type of merchandise.

DEFINITION: Purchases merchandise for resale basing selection on nature of clientele, demand for specific merchandise and experience as buyer

D.O.T. NO. 162.158

ENTRY LEVEL JOBS:
Sales general

RELATED JOBS:
Purchasing Agent
Broker

EMPLOYMENT OUTLOOK:
Slow increase

HOURS:
40/week

AVERAGE EARNINGS:
$10,000.00

UNION ASSOCIATION AFFILIATION:
None

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Business administration
Marketing
Sales psychology

COURSE LOCATION:

SPECIAL REQUIREMENTS:
Outgoing personality
Good grooming

D.O.T. LOCATION:		
Vol. I	page	88
Vol. II	"	484
Sup. I	"	22
Sup. II	"	150

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	1	Coordinating
2	People:	5	Persauding
3	Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Advertising Assistant

OTHER TITLES: Advertising Man

DEFINITION: Plans or assists in planning, advertising program to promote sale of company's products. May write copy, do layout work, set up displays and write sales outline for use by sales staff.

D.O.T. NO. 164.068

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS: Retail sales
Journalism

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS:
Irregular

AVERAGE EARNINGS:
$6,500 - 8,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	6
Vol. II	"	482
Sup. I	"	23
Sup. II	"	149

SPECIAL REQUIREMENTS:
Post-high school courses
Psychology, Sociology,
English, Advertising
Some art background

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	S
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	X
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	X
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	0	Synthesizing
2 People:	6	Speaking-Signal
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Assistant Store Manager

OTHER TITLES:

DEFINITION: Assists manager in managing retail store. Assumes authority and responsibilities of manager during his absence.

D.O.T. NO.

ENTRY LEVEL JOBS:

Supervisor

RELATED JOBS:

Concession Supervisor
Service Manager

EMPLOYMENT OUTLOOK:

Moderate Increase

HOURS:

Average 40 (Irregular)

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

None

SUGGESTED CAREER ELECTIVES:
Business Management
Psychology
Sociology
Personnel Relations

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 288 460
Vol. II	" 245
Sup. I	" 29
Sup. II	" 7

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Ability to plan, initiate, execute programs
Leadership qualities
Verbal facility
Ability to relate to others

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	L
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	
5	Talking, hearing	X
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	X
4	Social welfare	
5	Prestige, esteem	X
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	X
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	1	Coordinating
2	People:	6	Speaking Signal
3	Things:	8	No Relations

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Real Estate Salesperson

OTHER TITLES: Real Estate Agent

DEFINITION: Rents, buys, and sells property for clients on commission basis. Draws up real estate contracts.

D.O.T. NO. 186-118

ENTRY LEVEL JOBS: Agent

RELATED JOBS: Real Estate Broker

EMPLOYMENT OUTLOOK: Moderate Increase

HOURS: Irregular

AVERAGE EARNINGS: 7,000./year
$12,000 to $20,000/yearly

UNION ASSOCIATION AFFILIATION:

108

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Business administration
Marketing
Real estate law

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	618
Vol. II	"	488
Sup. I	"	48
Sup. II	"	150

SPECIAL REQUIREMENTS:
Good grooming and attire
Public contact work
Poise and good vocabulary

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	1	Precision Work
2	People:	1	Precision Work
3	Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Sales Correspondent

OTHER TITLES:

DEFINITION: Compiles data pertinent to the manufacture of special products for customers. Confers with engineering and production department on all phases of special order and relays such to customer.

D.O.T. NO. 204.388

ENTRY LEVEL JOBS:
Clerical Positions, Order Taker

RELATED JOBS:

EMPLOYMENT OUTLOOK: Slow

HOURS: 40 hours

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
English Grammar and Composition

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	615
Vol. II	"	256
Sup. I	"	35
Sup. II	"	9

SPECIAL REQUIREMENTS:
Good vocabulary
Attention to detail

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1	Data:	3	Compiling
2	People:	8	No Relation
3	Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Bank Teller

OTHER TITLES: General Teller

DEFINITION: Receives and pays out money and keeps records of money and negotiable instruments involved in various bank transactions.

D.O.T. NO. 212.368

ENTRY LEVEL JOBS:
no entry level position

RELATED JOBS:
cashier
post office clerk

EMPLOYMENT OUTLOOK:
increase rapidly

HOURS:
40 hour week

AVERAGE EARNINGS:
$100 week

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
bookkeeping
machine operation
sales

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	730
Vol. II	"	267
Sup. I	"	38
Sup. II	"	11

SPECIAL REQUIREMENTS:
accuracy and attention to detail
tact and courtesy
honesty
neatness
good memory

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	3	compiling
2	People:	6	speak.-signallin
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Assistant Buyer

OTHER TITLES: Procurement Clerk
Award Clerk
Bid Clerk

DEFINITION: Compiles information and records to draw up purchase orders for procurement of material.

D.O.T. NO. 223.368

ENTRY LEVEL JOBS: Laborer Stores

RELATED JOBS: Brokerage Clerk

EMPLOYMENT OUTLOOK:

HOURS:
40 hours may vary
may be shift work.

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
bookkeeping
speech
public relations

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	564
Vol. II	"	258
Sup. I	"	42
Sup. II	"	10

SPECIAL REQUIREMENTS:
verbal facility
ability to relate to people
exactness and attention to detail

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	compiling
2 People:	6	speak.-signalli
3 Things	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Meat Clerk

OTHER TITLES:

DEFINITION: Receives, stores, and grinds meats in retail establishment.

D.O.T. NO. 223.684

ENTRY LEVEL JOBS:

RELATED JOBS:
Warehouseman
Shipping Clerk

EMPLOYMENT OUTLOOK:

HOURS:
40 hours a week

AVERAGE EARNINGS:
$2.00 - $3.00 an hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education — Culinary arts	X

SUGGESTED CAREER ELECTIVES:
bookkeeping
inventory contorl

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	459
Vol. II	"	282
Sup. I	"	43
Sup. II	"	23

SPECIAL REQUIREMENTS:
ability to follow routine
ability to follow detail instruc
accuracy and attention to detail

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	6	comparing
2 People:	8	no relation
3 Things:	4	manipulating

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Field Interviewer

OTHER TITLES: Survey Worker
Public Interviewer

DEFINITION: Interviews public and compiles statistical information on topics, such as public issues or consumer buying habits.

D.O.T. NO. 249.268

ENTRY LEVEL JOBS:
Information Clerk

RELATED JOBS:
Employment Interviewer
Placement Officer

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		
4-year College Grad.		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Personnel management
business administration
liberal arts
psychology
sociology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	718
Vol. II	"	250
Sup. I	"	47
Sup. II	"	9

SPECIAL REQUIREMENTS:
neat appearance and poise
good verbal expression
ability to reason analytically
tactfulness

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	M
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	2	analyzing
2	People:	6	speak.-signalli
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: General Salesperson

OTHER TITLES:

DEFINITION: Displays, describes, and sells to individuals, merchandise utilizing general knowledge of the characteristics quality and merit of items sold.

D.O.T. NO. 289-358

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS: 40 hours

AVERAGE EARNINGS:
$1.60 - 3.00 hour

UNION ASSOCIATION AFFILIATION:
Retail Clerks International

SUGGESTED CAREER ELECTIVES:
Business administration
Marketing

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	620
Vol. II	"	488
Sup. I	"	52
Sup. II	"	152

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		X
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Good grooming and attire
Public contact work
Poise and good vocabulary

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye--Hand--Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	Compiling
2 People:	5	Persuading
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: SALES CLERK

OTHER TITLES: retail clerk
retail trade salesworker

DEFINITION: receives payment for merchandise selected by customer, may keep sales records or order merchandise, wraps & bags goods, keeps shelves stocked

D.O.T. NO. 290,478

ENTRY LEVEL JOBS:

RELATED JOBS: general sales, grocer, sales attendant, branch store manager

EMPLOYMENT OUTLOOK: moderate increase in number of positions thru mid 1980's

HOURS: 40 hr week; longer at Christmas, etc.

AVERAGE EARNINGS: $1.60-3.00/hr.

UNION ASSOCIATION AFFILIATION: local, or Retail Clerks International Associates

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
commercial arithmetic
salesmanship
distributive education

COURSE LOCATION:

SPECIAL REQUIREMENTS:
part-time sales experience,
preference for public
contact work

D.O.T. LOCATION:		
Vol. I	page	615
Vol. II	"	501
Sup. I	"	52
Sup. II	"	153

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	X
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	4	computing
2 People:	7	service
3 Things:	8	

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REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Demonstrator

OTHER TITLES:

DEFINITION: Creates buying interest on part of public by demonstrating and explaining qualities and function of merchandise.

D.O.T. NO. 297.458

ENTRY LEVEL JOBS:
Sales Work
Copywriter

RELATED JOBS:
Purchase and Sales Work

EMPLOYMENT OUTLOOK:
Slow Increase

HOURS:
Irregular

AVERAGE EARNINGS:
$6,500 - 8,000/year

UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:
Business Administration
Marketing

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 193
Vol. II	" 488
Sup. I	" 53
Sup. II	" 152

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Preference for public contact
Poise and good vocabulary
Good grooming and attire

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	X
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	4	Computing
2	People:	5	Persuading
3	Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Display Person

OTHER TITLES: Decorator, Display Trimmer

DEFINITION: Displays merchandise in windows and showcases, and on sales floor to attract attention of prospective customers.

D.O.T. NO. 298.081

ENTRY LEVEL JOBS: Copywriter

RELATED JOBS:

EMPLOYMENT OUTLOOK: Slow Increase

HOURS: Irregular

AVERAGE EARNINGS: $7,000/year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad. Art		X
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	X
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Art
Illustration
Painting
History
English

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	212
Vol. II	"	232
Sup. I	"	53
Sup. II	"	2

SPECIAL REQUIREMENTS:
Color Discrimination
Artistic Ability

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	X

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:			
1	Data:	0	Synthesizing
2	People:	8	No Relation
3	Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Customer Service Specialist

OTHER TITLES: Personal Shopper

DEFINITION: Writes special orders for services and merchandise, and performs personal services for customers, approves checks and answers customer's inquiries and directs them to source of more pertinent information.

D.O.T. NO. 299.368

ENTRY LEVEL JOBS:
Sales Work

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Little Increase

HOURS: 35-40 hours

AVERAGE EARNINGS: $5.18/hour

UNION ASSOCIATION AFFILIATION:
Depends on particular occupation.

SUGGESTED CAREER ELECTIVES:
General Clerical Training

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 182
Vol. II	" 265
Sup. I	" 54
Sup. II	" 11

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Preference for "white collar" work
Ability to follow instructions

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	X
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	3	Compiling
2 People:	6	Speaking-Signal
3 Things:	8	No Relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Stock Person

OTHER TITLES: Warehouseman

DEFINITION: Receives, stores, ships, and distributes materials, tools, equipment, and products within estaglishments as directed.

D.O.T. NO. 922-887

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK: Moderate Increase

HOURS: 40 hours

AVERAGE EARNINGS: $115.00/week

UNION ASSOCIATION AFFILIATION: Retail Clerks International

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	409
Vol. II	"	360
Sup. I	"	266
Sup. II	"	88

SPECIAL REQUIREMENTS:
Record of reliability, honesty, industry
Physical stamina
Preference for factory work
Undistinguished scholastic record

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No Relation
2 People:	8	No Relation
3 Things:	7	Handling

CLUSTER # 13

PERSONAL SERVICES

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Waiter and Waitress

OTHER TITLES:

DEFINITION: Serves meals to patrons according to established rules of etiquette, working in a formal setting

D.O.T. NO. 311.878

ENTRY LEVEL JOBS:
Busboy, Kitchen Helper

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Rapid Increase

HOURS:
33.8 Avg.

AVERAGE EARNINGS:
$1.75 hr. plus tips

UNION ASSOCIATION AFFILIATION:
Hotel and Restaurant Employees Bartenders International Union

121

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Culinary Arts	X

SUGGESTED CAREER ELECTIVES:
Health
Culinary Arts
Social Etiquette

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	778
Vol. II	"	507
Sup. I	"	55
Sup. II	"	153

SPECIAL REQUIREMENTS:
Neat and clean personal appearance; Courtesy and pleasant personality; preference for public contact work; Ability to take and follow orders.

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No relation
2 People:	7	Serving
3 Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Kitchen Helper

OTHER TITLES: Cook helper
Kitchen hand
Kitchen porter

DEFINITION: Maintains kitchen work areas and restaurant equipment and utensils in clean and orderly condition.

D.O.T. NO. 318.887

ENTRY LEVEL JOBS:
Elemental occupation

RELATED JOBS:
Pantry worker

EMPLOYMENT OUTLOOK:
Rapid Rise

HOURS:
33.8 /hrs. per week avg.

AVERAGE EARNINGS:
2.00/hr.

UNION ASSOCIATION AFFILIATION:
Hotel and Restaurant Employees
Bartenders International

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education — Culinary Arts	X

SUGGESTED CAREER ELECTIVES:
As this is an elemental occupation, no specific electives need be taken

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	399
Vol. II	"	360
Sup. I	"	56
Sup. II	"	89

SPECIAL REQUIREMENTS:
Good physical condition; Undistinguished scholastic record; inclination towards routine work; Physical stamina

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	X
4 Wet, humid	X
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	X
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	H
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No relation
2 People:	8	No relation
3 Things:	7	Handling

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Cosmetologist

OTHER TITLES: Beautician
Beauty Operator
Cosmetician

DEFINITION: Provides various beauty services for customers as requested.

D.O.T. NO. 332.271

ENTRY LEVEL JOBS:
Cosmetologist Apprentice,
Manicurist, Shampooer

RELATED JOBS:
Barber
Hair Stylist

EMPLOYMENT OUTLOOK:
Expand rapidly

HOURS:
40 hrs. or longer per week

AVERAGE EARNINGS:
$65. - $90. wk. beginning
up to $300. wk.

UNION ASSOCIATION AFFILIATION:
Journeymen, barbers, hairdressers
Cosmetologists and Proprieters'
International Union of America

SUGGESTED CAREER ELECTIVES:
Chemistry
Biology
Health
Cosmetology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	171
Vol. II	"	499
Sup. I	"	57
Sup. II	"	152

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education Cosmetology	X

SPECIAL REQUIREMENTS:
Preference for work with people willing to work in a service capacity; Ability to perceive differences in color; Creativity Eye-hand coordination; Finger dexterity

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	X
9 Machines, procedures	X
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	
X Interpreting personal feelings	X
Y Precision, accuracy	

RELATION TO:			
1	Data:	2	Analyzing
2	People:	7	Serving
3	Things:	1	Precision Work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Reducing Salon Attendant

OTHER TITLES:

DEFINITION: Assists customers with various reducing machines and equipment in a reducing salon

D.O.T. NO. 334.878

ENTRY LEVEL JOBS:
Bath attendant

RELATED JOBS:
Masseur

EMPLOYMENT OUTLOOK:
Unknown

HOURS:
Unknown

AVERAGE EARNINGS:
Unknown

UNION ASSOCIATION AFFILIATION:
Unknown

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	X
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Biology
Health
Physical Education
Sports

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	588
Vol. II	"	507
Sup. I	"	57
Sup. II	"	154

SPECIAL REQUIREMENTS:
Courtesy and pleasant personality; preference for public contact; Neat and clean personal appearance; facility to adjust to routine manual dexterity.

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	
2	Verbal Ability	
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	M
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	X
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	X
4	Directing & planning for others	
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	8	No relation
2	People:	7	Serving
3	Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Custodian

OTHER TITLES:

DEFINITION: Keeps hotel, office building, apartment house, or similar building in clean and orderly condition and tends furnace and boiler to provide heat and hot water for tenants. D.O.T. NO. 382.884

ENTRY LEVEL JOBS:

RELATED JOBS:
Building Superintendent

EMPLOYMENT OUTLOOK:
Rapid increase

HOURS:
40 hours

AVERAGE EARNINGS:
$2.50/hr.

UNION ASSOCIATION AFFILIATION:
Depending upon industry.

SUGGESTED CAREER ELECTIVES:
Simple arithmetic
Shop courses

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 392
Vol. II	" 322
Sup. I	" 64
Sup. II	" 65

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X

SPECIAL REQUIREMENTS:
Preference for work with hands
Facility to adapt to routine
Eye-hand coordination
Finger-manual dexterity

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye-Hand-Foot Coordination	X
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	H
2	Climbing, balancing	
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	X
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	X
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	X

RELATION TO:			
1	Data:	8	No relation
2	People:	8	No relation
3	Things:	4	Manipulating

CLUSTER # 14

PUBLIC SERVICE

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Library Attendant or Assistant

OTHER TITLES: Circulation Clerk
Desk Attendant

DEFINITION: Compiles records, sorts and shelves books, and issues and receives library materials.

D.O.T. NO. 100.168

ENTRY LEVEL JOBS:
Library Aide

RELATED JOBS:
Medical Records Librarian
Credit Clerk

EMPLOYMENT OUTLOOK:
Excellent

HOURS:
40 hours

AVERAGE EARNINGS:
$7,000./year

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
English
Bookkeeping
Library Aide

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	422
Vol. II	"	258
Sup. I	"	48
Sup. II	"	10

SPECIAL REQUIREMENTS:
Verbal facility; exactness and attention to detail; numerical ability; liking for public contact work; enjoyment of reading

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	X
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	3	compiling
2	People:	6	speak.-signallin
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Urban Planning Technician

OTHER TITLES: City Planner
City Planning Engineer

DEFINITION: Develops comprehensive plans and programs for utilization of land and physical facilities of cities, counties, and metropolitan areas.

D.O.T. NO. 199.388

ENTRY LEVEL JOBS:
Field Survey Workers

RELATED JOBS:
Administrator - Social Welfare

EMPLOYMENT OUTLOOK:
Good, slow growth

HOURS:
40 hours - may vary

AVERAGE EARNINGS:
$9,000. - $12,000/year

UNION ASSOCIATION AFFILIATION:
American Institute of Planners
American Society of Planning Officials

SUGGESTED CAREER ELECTIVES:
Accounting
Speech
Public Relations
Architecture

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	769
Vol. II	"	237
Sup. I	"	34
Sup. II	"	3

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		X

HIGH SCHOOL COURSE OF STUDY:		
Career Development Program:		
Architectual Careers		
Automotive Careers		
Business Careers		X
Electro Careers		
Graphic Arts Careers		
Health Careers		
Structural Careers		
Specific Occupational Education	College Prep	X

SPECIAL REQUIREMENTS:
Organizational ability; administrative ability; verbal facility; ability to relate to people; analytical mind; flexibility to adjust to changing conditions

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	S
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	
5	Talking, hearing	X
6	Visual acuity	

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	X
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	X
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	X
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	1	coordinating
2	People:	6	speak, signalli
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE

CAREEROGRAM

CAREER PREPARATION ANALYSIS CHART

JOB TITLE: Guard and Watchman/Watchwoman

OTHER TITLES: Watchman
Special Policeman
Armed Guard

DEFINITION: Stands guard or walks about premises of business or industrial establishment to prevent theft, violence, or infraction of the rules, to direct patrons or employees, or to answer questions

D.O.T. NO. 372.868

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:	
H. S. Grade Completed: 10	
11	
(preferred) 12	X
PG	
On-the-Job Training	X
Apprentice Training	
Technical Institute	
Business College	
Junior or Community College	
4-year College Grad.	
Graduate School	

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

There is no one specific program of study

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:	
Vol. I	page 346
Vol. II	" 427
Sup. I	" 62
Sup. II	" 101

SPECIAL REQUIREMENTS:
Ability to exercise initiative
Equanimity in face of danger
Manual dexterity
Motor coordination for firearms
Honesty and Dependability
Physical stamina

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	X
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	X
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	X
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No relation
2 People:	6	Speaking Signal
3 Things:	8	No relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Firefighter

OTHER TITLES: Fireman

DEFINITION: Controls and extinguishes fires, protects life and property, and maintains equipment as volunteer or employee of city, township or industrial plant.

D.O.T. NO. 373.884

ENTRY LEVEL JOBS: Fire cadet

RELATED JOBS:
Crash firefighter, Fire inspector
Smoke jumper

EMPLOYMENT OUTLOOK:
Rapid increase

HOURS:
40 to 60 hours -- (56 hrs. avg.)

AVERAGE EARNINGS:
$7,000 to $9,000/year

UNION ASSOCIATION AFFILIATION:
International Association of Firefighters

SUGGESTED CAREER ELECTIVES:
English
Civics and government
American History
Chemistry, Physical Education
Physics (general), Sports

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	279
Vol. II	"	322
Sup. I	"	62
Sup. II	"	67

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

No specific course of study

SPECIAL REQUIREMENTS:
Eye-hand coordination; finger manual dexterity; preference for work with hands; facility in adapting to routine physical stamina; agility

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	X
4 Wet, humid	X
5 Noise, vibration	X
6 Hazards	X
7 Fumes	X
Odors	X
Toxic	X
Dust	X
Poor Ventilation	X

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	X
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	X
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	8	No relation
2 People:	8	No relation
3 Things:	4	Manipulating

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Patrolman / Patrolwoman

OTHER TITLES: Policeman
Private (Police Dept.)

DEFINITION: Patrols assigned beat on foot, motorcycle or patrol car, or horseback to control traffic, prevent crime or disturbance of the peace and to arrest violators.

D.O.T. NO. 375.268

ENTRY LEVEL JOBS:
Police cadet

RELATED JOBS:
Detective; Guard

EMPLOYMENT OUTLOOK:
Very favorable

HOURS:
40 hours weekly

AVERAGE EARNINGS:
$10,000/yearly

UNION ASSOCIATION AFFILIATION:
Local Associations

SUGGESTED CAREER ELECTIVES:	
Sociology	Psychology
Criminology	English
American History	
Civics and Government	
Physical Ed.	Sports

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	520
Vol. II	"	416
Sup. I	"	63
Sup. II	"	99

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		X
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:		
Career Development Program:		
Architectual Careers		
Automotive Careers		
Business Careers		
Electro Careers		
Graphic Arts Careers		
Health Careers		
Structural Careers		
Specific Occupational Education	Criminology	X

SPECIAL REQUIREMENTS:
Preference for public contact work; Ability to acquire knowledge of laws and regulations; Ability to perform under stress; Organizational ability; Physical Stamina

CONDITIONS:		
1	Inside	
	Outside	
	Both	X
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	
6	Hazards	X
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	
2	Verbal Ability	X
3	Numerical Ability	X
4	Spatial Ability	
5	Form Perception	
6	Clerical Perception	X
7	Motor Coordination	
8	Finger Dexterity	
9	Manual Dexterity	
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	M
2	Climbing, balancing	
3	Stooping, kneeling, crawling	
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	
2	Business contact with people	X
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	X
6	Communication of ideas	X
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	
0	Tangible results	

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	X
5	Working with others	X
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	X
9	Making empirical judgments, decisions	X
0	Analyzing facts and figures	
X	Interpreting personal feelings	
Y	Precision, accuracy	

RELATION TO:			
1	Data:	2	Analyzing
2	People:	6	Speaking Signal
3	Things:	8	No relation

CLUSTER # 15

TRANSPORTATION

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Airline Steward/Stewardess

OTHER TITLES: Stewardess
Airline Hostess
Airline Stewardess

DEFINITION: Renders variety of personal services conducive to safety and comfort of airline passengers during flight.

D.O.T. NO. 352.878

ENTRY LEVEL JOBS:
Hostess

RELATED JOBS:
Purser

EMPLOYMENT OUTLOOK:
very rapid

HOURS:
irregular work schedule

AVERAGE EARNINGS:
$587 - $836/ month

UNION ASSOCIATION AFFILIATION:
Airline Stewards and Stewardesses Association

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	
Business Careers	X
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Personal Grooming
Health
Social Etiquette
English - Speech
Sociology - Psychology

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	11
Vol. II	"	507
Sup. I	"	58
Sup. II	"	154

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	X
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	X
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:			
1	Data:	8	no relation
2	People:	7	serving
3	Things:	8	no relation

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Auto Machinist

OTHER TITLES:

DEFINITION: Sets up and operates variety of general or specialized metal working machines, such as lathes, valve grinders, and piston-grinding-and-turning machines to repair auto. engine parts.

D.O.T. NO. 600-280

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

Fair-Good

HOURS:

40 week

AVERAGE EARNINGS:

$3.65

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	438
Vol. II	"	430
Sup. I	"	134
Sup. II	"	102

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	X
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	X
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	X
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	analyzing
2 People:	8	no relation
3 Things:	0	setting-up

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Brake Mechanic

OTHER TITLES:

DEFINITION: Repairs and overhauls brake systems in automobiles, buses, trucks, and other automotive vehicles.

D.O.T. NO. 620.281

ENTRY LEVEL JOBS:
Gas Station Attendant

RELATED JOBS: Brakeman, Bus
Brakeman, Air
Brakeman, Hydraulic

EMPLOYMENT OUTLOOK:
Moderate Increase

HOURS:
40 - 48 week

AVERAGE EARNINGS:
$5.16 hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	72
Vol. II	"	312
Sup. I	"	147
Sup. II	"	41

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:			
1 Data:	2	analyzing
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Auto Mechanic

OTHER TITLES:

DEFINITION: Performs minor repair and tune up of motor vehicles

D.O.T. NO. 620.381

ENTRY LEVEL JOBS:
Service Station Attendant

RELATED JOBS:
Construction Equipment Mech.
Bus Inspector

EMPLOYMENT OUTLOOK:
Fair

HOURS:
40 hour week may vary
shift work

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	33
Vol. II	"	312
Sup. I	"	148
Sup. II	"	41

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Radiator Repairperson

OTHER TITLES: Radiator Repairman

DEFINITION: Repairs cooling system and gasoline tanks in automobiles, buses, trucks, and other automotive vehicles.

D.O.T. NO. 620.381

ENTRY LEVEL JOBS:
Auto, Radiator Repairman Helper
Lubrication Man

RELATED JOBS:
Firefighting Equipment Special.
Mechanic Unit Repairman

EMPLOYMENT OUTLOOK:
Moderate Increase

HOURS:
40 to 48 hours

AVERAGE EARNINGS:
$5.16 hour

UNION ASSOCIATION AFFILIATION:
United Automobile Workers

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SUGGESTED CAREER ELECTIVES:
Shop mathematics
Metals
Welding
Chemistry (general)
Blueprint reading

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	33
Vol. II	"	312
Sup. I	"	148
Sup. II	"	41

SPECIAL REQUIREMENTS:
ability to learn craft techniques
finger & manual dexterity
eye-hand coordination
ability to use handtools

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye--Hand--Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Diesel Mechanic

OTHER TITLES:

DEFINITION: Repairs and maintains diesel engines used to power machines such as buses, ships, trucks, railroad trains, electric generator and construction machinery.

D.O.T. NO. 625.281

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:
Good

HOURS:
48 week

AVERAGE EARNINGS:
$3.70 - $4.37 hour

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training	4	X
Apprentice Training	4	X
Technical Institute	4	X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

CONDITIONS:		
1	Inside	X
	Outside	
	Both	
2	Cold temp	
3	Hot temp	
4	Wet, humid	
5	Noise, vibration	X
6	Hazards	
7	Fumes	
	Odors	
	Toxic	
	Dust	
	Poor Ventilation	

APTITUDES:		
1	General Learning	X
2	Verbal Ability	
3	Numerical Ability	X
4	Spatial Ability	X
5	Form Perception	X
6	Clerical Perception	
7	Motor Coordination	X
8	Finger Dexterity	X
9	Manual Dexterity	X
10	Eye–Hand–Foot Coordination	
11	Color Discrimination	

PHYSICAL DEMANDS:		
1	Strength	H
2	Climbing, balancing	
3	Stooping, kneeling, crawling	X
4	Manual dexterity	X
5	Talking, hearing	X
6	Visual acuity	X

INTERESTS:		
1	Dealing with things & objects	X
2	Business contact with people	
3	Routine, system	
4	Social welfare	
5	Prestige, esteem	
6	Communication of ideas	
7	Science & technology	
8	Abstraction, creativity	
9	Machines, procedures	X
0	Tangible results	X

TEMPERAMENT:		
1	Varied duties, frequent change	
2	Repeated, set procedures	
3	Matching specified instructions	
4	Directing & planning for others	
5	Working with others	
6	Working alone & apart	
7	Influencing other people's ideas	
8	Risks, unexpected events, emergencies	
9	Making empirical judgments, decisions	
0	Analyzing facts and figures	X
X	Interpreting personal feelings	
Y	Precision, accuracy	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	202
Vol. II	"	312
Sup. I	"	150
Sup. II	"	45

SPECIAL REQUIREMENTS:

RELATION TO:			
1	Data:	2	analyzing
2	People:	8	no relation
3	Things:	1	precision work

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REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Autobody Person

OTHER TITLES: Body man
Automobile collision repairma according to specialty

DEFINITION: Repairs damaged body and body parts of automotive vehicles.

D.O.T. NO. 807.381

ENTRY LEVEL JOBS:
Auto body
Repairman helpers

RELATED JOBS:
Truck body builder
Service mechanic

EMPLOYMENT OUTLOOK:
Moderate increase

HOURS:
40 - 48 hours

AVERAGE EARNINGS:
$5.51

UNION ASSOCIATION AFFILIATION:
United auto workers Internation
Association of machinists and Aerospace Workers

SUGGESTED CAREER ELECTIVES:
Shop mathematics
metals
chemistry (general)
blueprint reading

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	32
Vol. II	"	312
Sup. I	"	238
Sup. II	"	43

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	X
	PG	
On-the-Job Training		
Apprentice Training		X
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
ability to learn craft techniques
spacial perception; finger and
manual dexterity; eye-hand
coordination; ability to use
hand tools

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	X
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	
8 Finger Dexterity	
9 Manual Dexterity	
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	3	compiling
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Auto Electrician

OTHER TITLES: Electrical-Unit Rebuilder

DEFINITION: Repairs and overhauls electrical systems in automotive vehicles. Determines malfunction of electrical system by visual inspection or through use of test equipment. Repairs or replaces defective wiring system.

D.O.T. NO. 825.281

ENTRY LEVEL JOBS:

RELATED JOBS:

EMPLOYMENT OUTLOOK:

HOURS:

AVERAGE EARNINGS:

UNION ASSOCIATION AFFILIATION:

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		
Apprentice Training		
Technical Institute		X
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	X
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	X
Blue Hills Regional	X

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	240
Vol. II	"	312
Sup. I	"	244
Sup. II	"	39

SPECIAL REQUIREMENTS:

CONDITIONS:	
1 Inside	X
Outside	
Both	
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	X
6 Hazards	
7 Fumes	X
Odors	
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	X
2 Verbal Ability	
3 Numerical Ability	X
4 Spatial Ability	X
5 Form Perception	X
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye–Hand–Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	L
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	X

INTERESTS:	
1 Dealing with things & objects	X
2 Business contact with people	
3 Routine, system	
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	X
0 Tangible results	X

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	X
X Interpreting personal feelings	
Y Precision, accuracy	X

RELATION TO:		
1 Data:	2	analyzing
2 People:	8	no relation
3 Things:	1	precision work

REV. 3-74

PROJECT CAREER/GUIDANCE
CAREER PREPARATION ANALYSIS CHART

CAREEROGRAM

JOB TITLE: Service Station Attendant

OTHER TITLES: Service Station Attendant
Gas Station Attendant

DEFINITION: Services automobiles, buses, trucks and other automotive vehicles with fuel, lubricants and other accessories.

D.O.T. NO. 915.867

ENTRY LEVEL JOBS:
Part time attendant

RELATED JOBS:
Lubrication Man
Tire Repairman

EMPLOYMENT OUTLOOK:
Moderate Increase

HOURS: 40-48 hours

AVERAGE EARNINGS: $2.00/hour

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UNION ASSOCIATION AFFILIATION:

SUGGESTED CAREER ELECTIVES:

COURSE LOCATION:

D.O.T. LOCATION:		
Vol. I	page	33
Vol. II	"	503
Sup. I	"	260
Sup. II	"	153

TOTAL EDUC/TRNG REQUIREMENTS:		
H. S. Grade Completed:	10	
	11	
	12	
	PG	
On-the-Job Training		X
Apprentice Training		
Technical Institute		
Business College		
Junior or Community College		
4-year College Grad.		
Graduate School		

HIGH SCHOOL COURSE OF STUDY:	
Career Development Program:	
Architectual Careers	
Automotive Careers	X
Business Careers	
Electro Careers	
Graphic Arts Careers	
Health Careers	
Structural Careers	
Specific Occupational Education	

SPECIAL REQUIREMENTS:
Good physical condition
Courtesy and tact

CONDITIONS:	
1 Inside	
Outside	
Both	X
2 Cold temp	
3 Hot temp	
4 Wet, humid	
5 Noise, vibration	
6 Hazards	
7 Fumes	X
Odors	X
Toxic	
Dust	
Poor Ventilation	

APTITUDES:	
1 General Learning	
2 Verbal Ability	
3 Numerical Ability	
4 Spatial Ability	
5 Form Perception	
6 Clerical Perception	
7 Motor Coordination	X
8 Finger Dexterity	X
9 Manual Dexterity	X
10 Eye-Hand-Foot Coordination	
11 Color Discrimination	

PHYSICAL DEMANDS:	
1 Strength	M
2 Climbing, balancing	
3 Stooping, kneeling, crawling	X
4 Manual dexterity	X
5 Talking, hearing	X
6 Visual acuity	

INTERESTS:	
1 Dealing with things & objects	
2 Business contact with people	X
3 Routine, system	X
4 Social welfare	
5 Prestige, esteem	
6 Communication of ideas	
7 Science & technology	
8 Abstraction, creativity	
9 Machines, procedures	
0 Tangible results	

TEMPERAMENT:	
1 Varied duties, frequent change	
2 Repeated, set procedures	X
3 Matching specified instructions	
4 Directing & planning for others	
5 Working with others	X
6 Working alone & apart	
7 Influencing other people's ideas	
8 Risks, unexpected events, emergencies	
9 Making empirical judgments, decisions	
0 Analyzing facts and figures	
X Interpreting personal feelings	
Y Precision, accuracy	

RELATION TO:		
1 Data:	8	No Relation
2 People:	6	Speaking-Signal
3 Things:	7	Handling